



POSITION DESCRIPTION

School Physics
Faculty of Science

Education Associate

POSITION NO	0063906, 0063907, 0063908
CLASSIFICATION	Level A
SALARY	\$88,228 - \$113,262 pro rata
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time – 1.0 FTE Part-time arrangements also considered
BASIS OF EMPLOYMENT	Continuing FLEXIBLE EMPLOYMENT The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr. Daniel Pyke Email daniel.pyke@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

The Education Associate will be responsible for delivery of face-to-face teaching of undergraduate subjects in the School of Physics, using approaches to teaching and assessment that are underpinned by rigorous, evidence-based research into the method and practice of teaching. Duties may include class preparation, the delivery of lectures, tutorials, practicals and workshops, assessment, subject / course coordination and student consultation.

The Education Associate will contribute to the development of subject content and subject material. The Education Associate will contribute to teaching innovation in the School and may undertake research into pedagogy in education, relative to opportunity.

The appointee will be required to teach at the undergraduate level with an appreciation of discipline subject matter.

We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people. To allow us to consider performance relative to opportunity, we also invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.

1. Key Responsibilities

As with all positions, career achievements will be interpreted relative to opportunity, including career disruptions due to caring responsibilities, time in industry, illness etc.

The position description should be read alongside [Academic Career Benchmarks and Indicators](#). A level A academic is acquiring skills and building academic achievements (oriented towards the benchmarks).

1.1 TEACHING AND LEARNING

- ▶ Deliver select lectures, tutorials, practicals and/or workshops.
- ▶ Contribute to the coordination, development and delivery of subject modules and subject / course material, with particular focus on First Year teaching in Physics.
- ▶ Contribute to the development, marking and compilation of assessments, including assignments and examinations.
- ▶ Participate in current teaching and assessment best practice initiatives in the School of Physics and Faculty of Science.
- ▶ Provide academic mentoring and assistance to students
- ▶ Contribute to teaching innovation in the School.

1.2 LEADERSHIP AND SERVICE

- ▶ Contribute to a range of administrative functions, including those connected with teaching responsibilities and the conduct of the academic affairs of the School.
- ▶ Actively participate at School meetings and with guidance, contribute to planning activities or committee work to support capacity building in the School/discipline.
- ▶ Contribute to and support supervision of Graduate Research Academic Associates.
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity

1.3 OTHER DUTIES

- ▶ Perform other tasks as requested by the supervisor or the Head of School
- ▶ Ensure an up-to-date record of University compliance courses, such as, but not limited to, Appropriate Workplace Behaviour, PDF for Staff and Supervisors, OH &S training courses.
- ▶ Participate in the University Professional Development Framework.
- ▶ Comply with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A PhD in physics and/or relevant experience in teaching or research.
- ▶ Excellent verbal and written communication skills in English, including the capacity to explain material plainly and constructively.
- ▶ Evidence of contributions in lecturing and tutoring; and a commitment to teaching and contributing to undergraduate and/or graduate teaching programs
- ▶ Ability to improvise and adapt to new demands, including exploring and implementing different teaching methods
- ▶ Excellent organisational skills, including the capacity to plan your own time, organise practical work and to coordinate activities of all teaching staff
- ▶ A demonstrated ability to show initiative in both independent and team-based decision making
- ▶ A demonstrated ability to interact productively with other academic staff and to contribute constructively to the activities and administration of the School, the Faculty and the University

2.2 DESIRABLE

- ▶ Demonstrated ability in curriculum development in undergraduate and/or graduate subjects and courses
- ▶ Proven proficiency in the use of university Learning Management Systems

2.3 OTHER JOB-RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Annual leave may be limited during peak times and in the lead up to major deadlines. Unpaid leave may be permitted outside of teaching periods at the discretion of the University.

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 SCHOOL OF PHYSICS

<http://physics.unimelb.edu.au/>

The University of Melbourne's School of Physics is one of Australia's leading Physics Schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of physics subjects to undergraduate and postgraduate students, and performs research in the following areas: Astrophysics,

Atomic, Molecular and Optical Physics, Experimental Condensed Matter Physics, Experimental Particle Physics, Materials Science, Physical Biosciences, Theoretical Condensed Matter Physics and Theoretical Particle Physics.

- ▶ ARC Centre of Excellence for Transformative Meta-Optical Systems
- ▶ ARC Centre of Excellence for Dark Matter Particle Physics
- ▶ ARC Centre of Excellence for Gravitational Wave Discovery
- ▶ ARC Centre of Excellence in All Sky Astrophysics in 3 Dimensions
- ▶ ARC Centre of Excellence for Quantum Computation and Communication Technology (CQC2T)

The School also plays a major role in the Australian Synchrotron research program, and in the development of the Stawell Underground Physics Laboratory.

Currently some 30 academics, 51 research-only staff, more than 95 postgraduate students and 72 associates supported by 23 professional staff make up the School of Physics. The School additionally hosts 1 Thomas Baker Chair and Melbourne Laureate Professor, 2 ARC Future Fellows and 1 ARC Discovery Early Career Researcher. Skilled technical staff operate, maintain and develop complex instrumentation and equipment to support the teaching and research activities of the School. The School is located in the David Caro building on the Swanston Street boundary of the University campus. The Head of School and majority of the Professional staff are housed on the ground floor of the building to act as the first point of contact for students, staff and visitors.

5.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University's campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Oceania Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>