POSITION DESCRIPTION

The University of Melbourne 
(logo)

Melbourne Law School

Graduate Researcher Academic Associate

|  |  |
| --- | --- |
| Position No | Multiple new positions |
| Classification | Level A, Education & Research |
| Salary | $83,468 - $113,262 (pro rata for part-time) |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Full-time Graduate Researcher: min. FTE: 0.2 max. FTE 0.3  Part-time Graduate Researcher: min. FTE: 0.1 max. FTE 0.15 |
| BASIS OF EMPLOYMENT | Part-time Fixed-term for 12 months from 3 March 2025  Melbourne Law School recognises the University’s primary commitment and priority is to the successful completion of the GR's academic studies when arranging GRAA hours of work and workload; and as such an individual may not engage with other University of Melbourne work outside of the GRAA contract. |
| Other Benefits | <https://about.unimelb.edu.au/careers/staff-benefits> |
| How to Apply | Online applications are preferred. Go to <http://about.unimelb.edu.au/careers>, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number. |
| contact For enquiries only | Dr Madeline Grey Tel 0466322704 Email greym@unimelb.edu.au  Please do not send your application to this contact |

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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

**The MLS Graduate Researcher Academic Associate (GRAA) Position**

This GRAA position is an Education and Research focussed role that contributes positively, both individually and as part of a team, to educating, inspiring and supporting students. The role makes important contributions to the quality of student experience, learning and outcomes, working across the dimensions of the University’s Framework for Educational Excellence.

The role also offers the opportunity to make a contribution to academic life at MLS through providing research support for one of our Research Hubs.

It is an opportunity for the graduate researcher to build skills in communication in the small classroom setting and gain experience with teaching in the undergraduate and JD teaching space, as well as broaden their research experience through providing research support on different Research Hub projects.

In this role, the GRAA will work closely with Subject Coordinators to successfully administer and deliver the subject/s, engaging in leading-edge educational pedagogies. The successful candidate will be passionate about education in the Law School and enjoy teaching. They will recognise the unique opportunity to create and deliver a program from the ground up, establish a more effective relationship with relevant industries as well as appreciate the challenges to implement changes through the subjects taught at Melbourne Law School.

Note:

* Supervision of employment and graduate research are undertaken independently by different members of staff, but communication between both supervisors and graduate researchers is key to the successful progression of study and performance of paid work

## Key Responsibilities

## Education

* Teach into one second-year subject each in Semester 1 and Semester 2.
* Mark into one second-year subject each in Semester 1 and Semester 2.
* Engage in relevant tutorial preparation as required and directed.
* Participate in tutorial briefings and relevant academic meetings.
* Participate in tutor training and other relevant professional development.
* Coordinate subject-related activity as required on the University’s Learning Management System (LMS).
* Participate in relevant professional development.

## Research

* Support the Research Hub Director in the governance, planning and strategic direction of the Hub;
* Initiate, develop, write, edit and manage research content on the Hub website to communicate research activities, content and outputs, including liaison with Hub members, and professional IT, web and marketing teams;
* Initiate, prepare and deliver content for the Hub’s newsletter;
* Develop and support research conferences, seminars and other engagement events, including liaison with Hub members, speakers, audience and MLS professional staff to support co-ordination of these activities;
* Liaise with MLS professional staff to build and maintain the database of Hub members and stakeholders for communication of Hub research and activities;
* Support the Hub Director, in liaison with professional staff, in collegial hosting of academic visitors, interns, GRD candidates, Fellows and external stakeholders who participate in or visit the Hub;
* Undertake research for the Hub in collaboration with, and under the direction of the Hub Director;
* Undertake Hub projects and other duties as required by the Hub Director.
* Participate in relevant professional development.

## Professional development

Undertaking University required training sessions/programmes.

Attendance at regular Faculty meetings as required and directed by the University.

* For graduate researchers where it is intended that their employment includes teaching responsibilities, this position would provide graduate researchers with 30 hours paid time to undertake University of Melbourne certified teaching development. These are anticipated to include one of two CSHE certificate courses:
  + The [Certificate in Small-Group Teaching CSGT](https://melbourne-cshe.unimelb.edu.au/professional-development/teaching-learning-and-assessment/certificate-in-small-group-teaching), a professional development program for those new to university teaching and those interested in solidifying their understanding of key principles and practices of effective teaching and learning. The CSGT is focused primarily on aspects of teaching and learning related to small-group contexts, such as tutorials, seminars, and demonstration; and
  + The [Melbourne Teaching Certificate (MTC)](https://melbourne-cshe.unimelb.edu.au/professional-development/teaching-learning-and-assessment/melbourne-teaching-certificate), a professional development program for University of Melbourne staff with teaching-related responsibilities. The MTC is a cohort-based program completed across one semester, and participants must demonstrate some previous teaching experience and teaching responsibilities at the University of Melbourne in the semester in which they undertake the MTC program.
* For graduate researchers where it is intended that their employment responsibilities are other than teaching, this position would provide graduate researchers with 30 hours of paid time annually to undertake certified University of Melbourne development programs or activities related to their work and career:
  + The identification of and participation in programs and activities must be undertaken in agreement with the relevant employment supervisor and must include certification of completion and learning outcomes.

## Selection Criteria

## Essential

* Ability to contribute positively, both individually and as part of a team, to educating, inspiring and supporting students
* Ability to contribute positively, both individually and as part of a team, to engaged, quality and impactful research
* Excellent written and verbal communication and interpersonal skills
* Excellent organisational skills with the ability to manage one’s own time effectively, administer multiple tasks simultaneously and meet deadlines
* Ability to engage positively in learning and the professional and career development of self and others
* Ability to uphold the University’s expectations for appropriate and respectful behaviour, including respect; to uphold the University’s commitment to a safe, diverse and inclusive workplace; and to comply with the University’s statutes, delegations, policies and processes
* Currently enrolled as a University of Melbourne student undertaking a graduate research degree (Doctor of Philosophy or MPhil) in Melbourne Law School and have passed their confirmation and are making satisfactory progress in their candidature or who are otherwise approved by the Associate Dean Research.

## Desirable

* Recent and relevant experience teaching in preferred subject cluster

## other job-related information

* This position requires the incumbent to hold a current and valid Working with Children Check.

# The Melbourne Graduate Researcher Academic Associate Scheme

The University of Melbourne’s Graduate Researcher Academic Associate scheme aims to improve the overall experience of Melbourne graduate researchers, including by fostering greater inclusion of graduate researchers within the University’s academic mission, life and community. The scheme invests in the academic training and career development of University of Melbourne graduate researchers, while also providing increased job security.

Key objectives of the scheme:

* Provide graduate researchers with career advancing opportunities to undertake meaningful, paid academic work and to develop professional skills across one or both of the academic domains of Education and Research
* Provide graduate researchers with paid and certified development to support their professional and career development
* Establish new, secure academic employment opportunities for graduate researchers

Eligibility criteria for Graduate Researcher Associate positions:

* All University of Melbourne students undertaking a graduate research degree (Doctor of Philosophy or other research doctorate, Master of Philosophy, and Masters by research) who are:
* Making satisfactory progress in their course and have passed their confirmation, or
* Otherwise approved by their Head of School
* Associates must continue to comply with the requirements of their candidature, including maintaining the time commitment appropriate for their study load, and continuation of employment in an Associate position is contingent on their satisfactory progress
* Students receiving stipends must continue to comply with the conditions of award of their funding, and conditions on the receipt of income from another source to support living costs while undertaking study may impact eligibility for a Graduate Researcher Associate position
* Graduate researchers are only eligible to apply for a Graduate Researcher Associate position within the Faculty they are enrolled in as a student

Graduate Researcher Academic Associate positions are fixed-term part-time, with:

* a minimum FTE of 0.2 and a maximum FTE of 0.3 for full-time Graduate Researchers
* a minimum FTE of 0.1 and a maximum FTE of 0.15 for part-time Graduate Researchers
* minimum 1 year and maximum 5 years in duration, aligned with candidature.

Individual positions can be created in any work focus category (Education and Research, Research Focussed, Education Focussed and Academic Specialist) and are designed to:

* Provide career-advancing opportunities for graduate researchers
* Provide a minimum of 30 hours of paid time annually to undertake certified development to support professional and career development
* Contribute meaningfully to the achievement of local Education and/or Research programs

Note:

* Supervision of employment and graduate research are undertaken independently by different members of staff, but communication between both supervisors and graduate researchers is key to the successful progression of study and performance of paid work

# 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.

# 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:

[**https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel**](https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel)

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

# Other Information

## bUDGET dIVISION

[www.law.unimelb.edu.au](http://www.law.unimelb.edu.au)

Melbourne Law School is Australia's first all-graduate law faculty. Melbourne Law School was the first faculty in Australia to teach law and awarded this country's first law degrees. The Law School is now fully graduate with its Juris Doctor for admission to practice recognised as a high-level qualification in Australia and beyond. Coupled with the unrivalled excellence of the Melbourne Law Masters and its excellent Research Higher Degree programs, the Law School offers a unique opportunity for the integration of scholarship and teaching.

Its faculty is a vibrant community of creative scholars, committed to a highly collegial, research-intensive institutional life. The Law School has particular strengths in comparative analysis. It aims to integrate teaching with research and engagement activities and to engage with local, national and global communities.

The Law School is a single department faculty located in a custom designed building in University Square. The Law School has approximately 2,200 graduate students (including JD, Melbourne Law Masters and Research High Degrees).

## 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**](http://about.unimelb.edu.au/careers)

## 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.

## 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 <https://about.unimelb.edu.au/strategy/governance>