



POSITION DESCRIPTION

Chemical and Biomedical Engineering

Faculty of Engineering and Information Technology

Graduate Researcher Academic Associate

POSITION NO	0064184 (multiple positions available)
CLASSIFICATION	Level A
SALARY	\$83,468 - \$113,262 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	0.2 to 0.3 FTE for full-time Graduate Researcher (GR) 0.1 to 0.15 FTE for part-time Graduate Researcher
BASIS OF EMPLOYMENT	Fixed-term for 12 months The Department of Chemical Engineering 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	Prof Greg Martin Tel: +613 8344 6613 Email: gjmartin@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 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

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

The incumbent will work directly with the teaching team and be responsible for carrying out education related activity for one or more subjects, including the following areas:

- Delivery of laboratory experiment practicals in chemical engineering subjects
- Improvement, and development of new, laboratory experiment practicals
- Development of teaching resources for both Undergraduate and Masters subjects
- Improving the Accessibility and Inclusivity of teaching materials and the Canvas Learning Management System

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 Chemical Engineering 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 in the Department of Chemical Engineering.

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

1. Key Responsibilities

1.1 TEACHING AND LEARNING

- Teach into laboratories and practical/applied sessions, tutorials, seminars and workshops
- Assist with the development, proof-reading and deployment of teaching materials (e.g., laboratory experiments, tutorial/lab exercises, assessments & sample solutions)
- Undertake preparation and associated work, including teaching and student consultation
- Develop resources to support students (e.g., FAQs)
- Attend lectures as required
- Ensure high standards of pedagogy while developing curricula and making sure learning outcomes are consistent with the University's Graduate Attributes.
- Oversee and contribute to the management of different software platforms, frameworks and packages that are used in subjects in the Subject Cluster where applicable ie: MATLAB and HYSYS

1.2 CONSULTATION / STUDENT CONTACT

- Conduct regular consultation with students, monitor discussion boards/forums, respond to queries, conduct exam revision sessions
- Support subject coordinator in managing student requests including extensions in line with University policy guidelines

1.3 ASSESSMENT

- Mark a share of assessment submissions
- Assist subject coordinator in developing assessment items, including marking guidelines and sample solutions for assessments
- Assist subject coordinator to set up the infrastructure to support marking and tutorials (e.g. Canvas rubrics)
- Assist subject coordinator in managing academic integrity cases across assessments
- Assist in exam marking

1.4 MANAGEMENT & ADMINISTRATION

- Manage student submissions (e.g. chasing up missing submissions, handling late submissions, handling remark requests, assessment feedback)
- Management and development of subject Canvas pages
- Communicate potential issues to the Subject Coordinator
- Attend regular meetings with Subject Coordinator and casual staff

1.5 PROFESSIONAL DEVELOPMENT

- Undertaking University required training sessions/programmes
- Attendance at regular School 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 annually 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](#), 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 \(MTC\)](#), 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 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

2. *Selection Criteria*

2.1 ESSENTIAL

- Currently enrolled as a University of Melbourne student undertaking a graduate research degree in the Faculty of Engineering and Information Technology (either Doctor of Philosophy or other research doctorate) who are:
 - Making satisfactory progress in their course and have passed their confirmation, or
 - Otherwise approved by their Head of School
- Discipline and domain knowledge in Chemical Engineering
- Ability to contribute positively, both individually and as part of a team, to educating, inspiring and supporting students
- 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

2.2 DESIRABLE

- Recent and relevant experience teaching in preferred subject cluster

2.3 OTHER JOB RELATED INFORMATION

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

3. *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

4. 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.

5. 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>

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

6. Other Information

SCHOOL OF CHEMICAL AND BIOMEDICAL ENGINEERING

<https://eng.unimelb.edu.au/about/departments/school-of-chemical-and-biomedical-engineering>

The School of Chemical and Biomedical Engineering encompasses both the Department of Chemical Engineering and the Department of Biomedical Engineering. This fusion of engineering disciplines provides a dynamic and interdisciplinary environment that is world leading in both research and teaching.

DEPARTMENT OF CHEMICAL ENGINEERING

<http://www.chemeng.unimelb.edu.au>

The Department of Chemical Engineering hosts several Research Centres including the Peter Cook Centre for Carbon Capture and Research, the ARC Dairy Innovation Research Hub, the Particulate Fluids Processing Centre and the ARC Centre of Excellence in Convergent Bio-Nano Science and Technology.

Our laboratories are housed across four locations including a substantially renovated main building, a second building devoted exclusively to research, two floors within the nearby Chemistry building and a presence within the Bio21 Institute. Our academics have been elected as Fellows of the Royal Society, the world's oldest scientific society, the Australian Academy of Science, and the Australian Academy of Technological Sciences and Engineering.

Strong collaborations with industry, government and community partners inform teaching and research programs with real-world requirements. Industry Engagement is a key focus area for the Department. We carry out research projects based on deep collaborations with government and business and we also work with organisations that provide internship project opportunities for students.

We offer four Masters of Engineering degrees (Chemical, Chemical with Business, Biochemical, and Materials) with over 250 students, as well as undergraduate majors within the Bachelor of Science and Bachelor of Commerce.

FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been a leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

FEIT has never been better positioned as a global leader, anchored in the dynamic Asia Pacific region, creating and curating knowledge to address some of the world's biggest challenges. Through our students and our relationships with communities, we can not

only respond to society's needs but anticipate and create engineering and IT solutions for the future.

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

<https://eng.unimelb.edu.au/about/join-feit>

Our ten-year strategy, FEIT 2025, is our Faculty's commitment to bring to life the University-wide strategy Advancing Melbourne and reinforce the University of Melbourne's position as one of the best in the world.

To achieve our ambitions, we will continue to build new infrastructure to enable our teaching, research and engagement; we continue to recruit outstanding people from around the world; and we continue to attract high-quality students from across the globe who are at the heart of our enterprise.

<https://eng.unimelb.edu.au/about/feit-2025>

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>

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>