



POSITION DESCRIPTION

Faculty of Medicine, Dentistry and Health Sciences
The University of Melbourne

William Collie Fellowship

POSITION NO	xxxxxxx
CLASSIFICATION	Research Fellow Grade 2 (Level B) or Senior Research Fellow (Level C) <i>Level of appointment is subject to qualifications and experience</i>
SALARY	\$119,231 - \$141,581 p.a. (pro rata for part time) (Level B) \$146,050 - \$168,403 p.a. (pro rata for part time) (Level C)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time or Full time (0.5 FTE up to 1.0 FTE) fixed term position available for up three years
BASIS OF EMPLOYMENT	Fixed-term position available for three years Fixed term contract type: Research Work focus category: Academic Research
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Apply using the application form provided at https://staff.unimelb.edu.au/mdhs/research-support-and-evaluation/research-development-and-initiatives/faculty-trust-fellowships Please do not apply using the University recruitment website.
CONTACT FOR ENQUIRIES ONLY	Anna Coppel Email mdhs-grants@unimelb.edu.au

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

As a result of a generous bequest to the University of Melbourne, the Faculty of Medicine, Dentistry and Health Sciences is able to offer the “**William Collie Fellowship**”.

The Fellowship is for a person with a doctorate in an appropriate field of research concerning Poliomyelitis, spastic conditions, and other related conditions. The Fellowship is for research into clinical or non-clinical areas.

Applicants undertaking research into the causes, management or treatment of Cerebral Palsy, Multiple Sclerosis (MS) or infectious diseases resulting in spastic conditions are encouraged to apply.

The purpose of this role is to make significant original contributions to research of high quality and impact, expanding knowledge in relevant fields at the national level and contributing to the Faculty's and University's ambitious research and research training agenda. You will play a major role in building engagement beyond the academy, including through activities relevant to your profession, discipline, industry and / or community.

As a research focused academic, you will have established excellent performance in the domains of Research & Research Training and Leadership & Service. You will embody the Faculty's values, providing effective leadership in research, including through research training and supervision, and making significant contributions to the administrative activities of an organizational unit or interdisciplinary area.

Refer to Section 5 for additional information for trust specific requirements for this Fellowship.

1. Key Responsibilities

1.1 EXPECTATIONS OF LEVEL

- ▶ A level B academic will undertake independent teaching and/or research in their discipline or related area. In research and/or teaching and/or scholarship, a level B academic will

make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

- ▶ At level B an academic will have experience in research or scholarly activities, which have resulted in refereed journals or other demonstrated scholarly activities. Research may be carried out independently and/or as part of a team. Level B academics may supervise postgraduate research students or projects and be involved in research training.
- ▶ A level C academic will make a significant contribution to the discipline at the national level. In research, scholarship and/or teaching they will make independent and original contributions, which expand knowledge or practice in their discipline and have a significant impact on their field of expertise.
- ▶ The research work of a level C academic will be acknowledged at a national level as being influential in expanding the knowledge of his or her discipline. This standing will be demonstrated by a strong record of published work or other demonstrated scholarly activities. A level C academic will normally provide leadership in research, including research training and supervision.
- ▶ See classification descriptions for further information about activities expected at each level. Classification of research only academic staff is provided at: https://about.unimelb.edu.au/__data/assets/pdf_file/0024/55554/MPF1157-ScheduleB.pdf

1.2 RESEARCH AND RESEARCH TRAINING

- ▶ Participate in research independently and as a member of a research team
- ▶ Produce quality conference and seminar papers and publications
- ▶ Prepare research proposals for submission to external funding bodies to obtain external research income
- ▶ Provide effective supervision of major honours or postgraduate research projects and supervise or co-supervise Research Higher Degree and Honours students
- ▶ Significantly contribute to research projects including leadership of research teams or management of projects, leading to publications in peer review journals

1.3 TEACHING AND LEARNING

- ▶ Contribute disciplinary evidence-based research to innovative curriculum and subject design at a School of Department level
- ▶ Contribute to capacity building and the development of training materials and programs in research related to poliomyelitis, kindred afflictions or other related conditions as is appropriate for the research area.

1.4 LEADERSHIP AND SERVICE

- ▶ Role model Faculty values and collaboration and teamwork, compassion, respect, integrity and accountability
- ▶ Actively participate at School and/or Faculty meetings and play a major role in planning or committee work
- ▶ Actively participate in key aspects of engagement within and beyond the University e.g. School's outreach, first year orientation, academic advising and other external bodies
- ▶ Participate in community and professional activities related to the relevant disciplinary area including attendance and presentations at conferences and seminars
- ▶ Positive engagement in learning and career development of self and other

1.5 STAFF SUPERVISION

- ▶ As determined by the position and experience of the incumbent, some supervision of a small research team may be required.
- ▶ Undertake probationary and performance management processes, ensuring you have regular conversations with your staff and are providing positive and constructive feedback to enhance staff and team performance
- ▶ Provide coaching, guidance and support for career planning, ensuring staff have access to appropriate professional development activities
- ▶ Understand your responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements
- ▶ Allocate and monitor workload and address associated issues in a timely manner
- ▶ Ensure new staff participate in the university's induction program and provide a localised work area orientation

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A doctorate in an appropriate field of research.
- ▶ Evidence of significant contribution to independent and team based research within an appropriate field of research.
- ▶ Significant research profile at national level, in an identified priority area for the Faculty, as evidenced by:
 - Demonstrated success in obtaining research funding,
 - Strong, independent and original publication record including in high-impact peer-reviewed journals
 - Effective supervision of higher degree and post-doctoral research students
 - Note; candidates may provide details of career breaks for our consideration in assessing performance relative to opportunity
- ▶
- ▶ Strong interpersonal and communication skills, with an ability to work collaboratively, and develop relationships with key stakeholders (internal and external)
- ▶ Ethical scholar who values diversity and inclusion, demonstrates compassion and accountability
- ▶ Ability to drive innovation and be open to new perspectives, ideas and ways of working

In addition to the above, the following are essential for a Level C appointment:

- ▶ Significant research profile at national level, in an identified priority area for the Faculty, as evidenced by:
 - Demonstrated success in obtaining research funding,
 - Strong, independent and original publication record including in high-impact peer-reviewed journals
 - Effective supervision of higher degree and post-doctoral research students

- Note; candidates may provide details of career breaks for our consideration in assessing performance relative to opportunity
- ▶ Experience in supervision or co-supervision of postgraduate students and more junior research staff.

2.2 DESIRABLE

- ▶ Either established collaborations, or opportunities to develop collaborations, with University of Melbourne researchers
- ▶ Capacity to bring new approaches to research

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:

<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.

5. *Other Information*

- ▶ In assessing the applications for the position, the committee will require evidence from the Head of Department and/or School of their acceptance of the project and support for the applicant, which is captured in the certification section of the application form.

Applications must be made via SmartyGrants online grant management system, using the application form available the MDHS Faculty Trust Fellowship webpage:

<https://staff.unimelb.edu.au/mdhs/research-development/research-collaboration-and-funding/faculty-trust-fellowships/>

5.1 ADDITIONAL INFORMATION FOR WILLIAM COLLIE FELLOWSHIP

- ▶ This fellowship relates to [UTR 7.207](#) – The William Collie Bequest
- ▶ The research fellow known as “The William Collie Fellow”
- ▶ In approved circumstances, the Fellow may perform some of their research in an affiliated institute of the Faculty or Centre of the Faculty of Medicine, Dentistry and Health Sciences, however must have their appointment in a Faculty Department or School.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

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