

POSITION DESCRIPTION



School of Chemical and Biomedical Engineering
Faculty of Engineering and Information Technology

Associate Lecturer/Lecturer in Chemical Engineering (Education Specialist)

POSITION NO	0063957
CLASSIFICATION	Associate Lecturer – Education focussed (Level A) or Associate Lecturer – Education focussed (Level B) <i>Level of appointment is subject to qualifications and experience</i>
SALARY	Level A \$83,468 - \$113,262 p.a. (pro rata for part-time) Level B \$119,231 - \$141,581 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE) (Negotiable) 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
BASIS OF EMPLOYMENT	Fixed-term for 9 months, with possibility of renewal for a further 3 months
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits

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.

FEIT's Commitment to Diversity and Inclusion

The Faculty of Engineering and Information Technology (FEIT) is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in contributing to the success of FEIT. Women, Aboriginal and Torres Strait Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

1. Position Summary

The Department of Chemical Engineering needs a capable educator to fill a temporary academic need. The position will be education and teaching focussed, with contributions in the domains of leadership and service and research. The primary teaching role will be contributing to the delivery of a new Interdisciplinary Design for Engineers subject taught across both semesters in 2025. In this role, you will be part of a teaching team from across FEIT, to deliver interactive classes to the Master of Engineering cohort working on project-based design problems. You will bring a background in Chemical Engineering to help represent this discipline in the subject, ensuring relevance to the Chemical Engineering cohort. In addition to this primary teaching role, you will help contribute some additional support in the delivery of practical laboratory demonstrations and tutorials.

The primary leadership and service responsibility will be to work with researchers across the Department of Chemical Engineering to develop and implement up-to-date website material, and to work with the Head of Department on other Department priorities.

The remaining time fraction can be used to undertake research in teaching or technical domains in the Department of Chemical Engineering independently or in collaboration with academic staff.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Recent, relevant tertiary level teaching experience.
- ▶ Have completed or be near completion of a PhD in relevant engineering field or a related discipline or equivalence.
- ▶ Demonstrated ability to prepare and deliver high quality teaching and learning materials, face to face, or online (where relevant).
- ▶ Demonstrated ability to lead initiatives that contribute positively to educating, engaging, and supporting students.
- ▶ Experience in fostering student development in Lectures, tutorials or workshops with an ability to develop curiosity and independence in learning and contribute to the student's ability in critical thinking.
- ▶ Excellent verbal and written communication skills, including the capacity to explain subject material plainly and helpfully.
- ▶ Demonstrated ability to effectively disseminate key information across various platforms, ensuring accessibility and engagement of diverse audiences.
- ▶ Demonstrated ability to improvise and adapt to new demands and priorities, including exploring and implementing different teaching methods;
- ▶ Demonstrated ability to work with students and staff from a range of cultural backgrounds;
- ▶ Excellent organisational skills, including the ability to develop clear teaching plans and timelines, manage your own time and to coordinate activities of casual teaching staff;
- ▶ Excellent computer skills, including proficiency in the use of Microsoft Office, email and student learning management systems.

2.2 DESIRABLE

- ▶ Experience in website development and maintenance.

ADDITIONAL ESSENTIAL CRITERIA FOR APPOINTMENT AT LEVEL B

As Lecturer Level B, the successful applicant must demonstrate all of the above, and additionally must demonstrate:

- ▶ Well established academic skills and a demonstrated record of academic performance, especially in education and learning.
- ▶ Demonstrated ability to work with limited supervision in a self-directed manner and as a member of a team, and to interact in a courteous and effective manner with academic, administrative and support staff.

3. Key Responsibilities

3.1 CONTRIBUTION TO EDUCATION

- ▶ Undertake independent teaching, including the design, review and delivery of lectures and tutorials in the required mode to a high standard, and timely preparation that allows subject coordinators and other tutors to provide responses and feedback prior to delivery in accordance with tutorial guidelines and relevant content available on LMS.
- ▶ Assist in designing and preparing assignments, problem sheets, quizzes to a high standard (including timely preparation that allows the subject coordinators and other tutors to provide feedback prior to release) in close discussions with the subject coordinator.
- ▶ Work with subject coordinators on innovating and undertaking continuous improvement of subject design or subject content and develop and implement learning strategies to improve learning outcomes as evidenced by, for example, student feedback.
- ▶ Carry out academic duties related to the coordination of subjects as advised by the supervisor.
- ▶ Consult with individual students, in person and online, in relation to readings, weekly topics, assessment and skills development contemporaneous with the weekly tutorials/activities.
- ▶ Effectively and efficiently communicate with the student cohort via LMS and address frequently asked questions in relation to tutorials and assessment.
- ▶ Mark and provide timely feedback to students on work submitted for assessment.
- ▶ Report matters of academic integrity using the relevant Department/School process.
- ▶ Contribute to promoting and supporting pedagogical excellence in the department's teaching.

3.2 RESEARCH AND RESEARCH TRAINING

- ▶ Assist in obtaining funding from internal or external sources for teaching improvement projects and attainment of external research grant income.

- ▶ Contribute to teaching-related research by applying evidence-based approaches to evaluate teaching, such as running surveys, or providing statistics of student participation or student success.
- ▶ Support any benchmarking of teaching and education in the department.
- ▶ Exercise leadership in scholarly research, in conjunction with other colleagues.
- ▶ Publish of papers in reputable journals and conferences (if applicable).

3.3 LEADERSHIP AND SERVICE

- ▶ Undertake administration primarily relating to the activities of the role as per the University of Melbourne Operating Model.
- ▶ Attend relevant conferences and incorporate learning's into practice, as funding permits.
- ▶ Engage with relevant professional and industry bodies and stakeholders to foster collaborative partnerships.
- ▶ Foster a harmonious workplace environment that is conducive to productivity, promotes creativity and rewards and recognises individuals and group achievement.
- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.

3.4 OTHER

- ▶ Perform other tasks as requested by the supervisor or the Head of the School.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ As required under the Australian Tertiary Education Quality Standard Agency's (TEQSA) Higher Education Standards Framework, you will be expected to have a qualification at a level above that you are engaged to teach or demonstrate that you have relevant professional or industry experience in the field.

4. Equal Opportunity, Diversity and Inclusion

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 University's People Strategy and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

All FEIT employees are required to behave in a manner that creates; supports and encourages an inclusive and safe work environment for all.

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

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

6.1 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.

6.2 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.

6.3 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>

6.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, learning and teaching and engagement. It's consistently ranked among the leading universities in the world, with international rankings of world universities placing it as number 1 in Australia and number 32 in the world (Times Higher Education World University Rankings 2017-2018).

The University's 10-year strategy, *Advancing Melbourne* will enable the University to contribute to advancing the state and national interest and make vital contributions to Australia's standing on the world stage. We seek to be a leading force in advancing Australia as an ambitious, forward-thinking country while increasing its reputation and influence globally.

<https://about.unimelb.edu.au/strategy/advancing-melbourne>

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