



Position description

Associate Professor (Human Resource Management/Employment Relations)

Department/Unit	Department of Management
Faculty/Division	Faculty of Business and Economics Monash Business School
Classification	Level D
Work location	Caulfield campus
Date document created or updated	10 February 2017

Organisational Context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The **Monash Business School** undertakes education, research, consultancy and community engagements across all the main business and economics disciplines. It offers a comprehensive selection of awards including bachelor degrees, specialist master degrees by coursework, the Master of Business Administration (MBA), masters by research, and the PhD.

The Monash Business School operates across all four Australian campuses (Berwick, Caulfield, Clayton and Peninsula) and, together with business schools in South Africa and Malaysia, makes up Monash University's Faculty of Business and Economics.

The Monash Business School is structured into seven discipline-based departments (Accounting, Banking and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing) as well as a number of research centres, units and groups in specialist areas such as behavioural economics, development economics, employment and work, and retail studies.

To learn more about the Monash Business School, please visit our website: www.buseco.monash.edu.au

The Department of Management is a large grouping of management educators and researchers in the Asia-Pacific region with academic staff teaching on the Monash metropolitan Australian campuses and at our international locations in China and Prato in Italy. The Department has an international reputation for its research and teaching in many fields of management, including: human resources, employment relations, operations, international business and organisational behaviour. Teaching is managed through three academic groups: Governance, Leadership and Organisation (GLO); Human Resources, Employment Relations and Research (HRERR); and, International Business, Operations and Strategy (IBOS). Our expertise embraces both the public and private sectors at home and overseas, with a special interest in Asia <http://business.monash.edu/management>

Position Purpose

The Associate Professor will make a significant contribution to all activities of the department, faculty and university, and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in the disciplinary area.

Reporting line: The position reports to the Head of Department for education and research management responsibilities and through the relevant performance manager for performance development purposes

Supervisory responsibilities: The Associate Professor may be required to contribute to performance development of staff within the discipline area

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

Specific duties required of a Level D academic will include:

1. Managing and ensuring timely attention to administrative functions related to units into which the academic teaches
2. The preparation and delivery of lectures, tutorials, seminars and workshops
3. Initiation and development of undergraduate and postgraduate course materials and the preparation and assessment of student assignments and examinations
4. Conduct of original research that will lead to publications in refereed journals or with high level academic or commercial publishers and attract external industry and government funding
5. Foster and promote research by individuals and groups within the Department of Management and play a significant role in research projects including, where appropriate, leadership of a research team
6. Development of high quality educational initiatives and actively contribute to the teaching program in accord with the requirements of the Department academic workload policy
7. Consultation with students and supervision of PhD, honours and postgraduate students
8. Course coordination including offering guidance to assistant lecturers and supervision of sessional staff in teaching unit/s if required
9. Carry out activities to promote the management discipline and establish the department as a leading place of research and education
10. Attend departmental, school and/or faculty meetings and participate as a member of relevant committees

Key selection criteria

Education/Qualifications:

1. The appointee will possess:
 - PhD in management or a closely related discipline

Knowledge and skill:

2. A significant record of high-quality research in one of the specified discipline areas of Human Resource Management/Employment Relations (HRM/ER), as evidenced by a strong A and A* publication record in quality domestic and international management journals, e.g. as per the Australian Business Deans Council (ABDC) 2016 list: <http://www.abdc.edu.au/pages/abdc-journal-quality-list-2013.html>
3. A demonstrated ongoing high level of commitment to management research and evidence of successful mentoring of junior colleagues
4. Proven commitment to high quality education in the nominated discipline area of HRM/ER, including evidence of leadership in teaching and innovation in unit and course design
5. Demonstrated ability to generate significant external research income

6. Demonstrated evidence of ability to teach to large classes and achieve good learning outcomes over a sustained period
7. Demonstrated evidence of quality supervision and timely completion of higher degree research students
8. Possession of a high level of interpersonal skills and demonstrated ability to work positively and cooperatively with students, and independently with internal and external stakeholders
9. Demonstrated capacity to make a substantial contribution to Department education, scholarly and administrative activities and tasks

Other job related information

- Travel (e.g. to other campuses of the University) may be required
- Out of hours work (including evenings, weekends and public holidays) may be required
- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.