MONASH University

Position description

Lecturer (International Business)

Department/Unit	Department of Management
Faculty/Division	Faculty of Business and Economics Monash Business School
Classification	Level B
Work location	Caulfield campus
Date document created or updated	September 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are critical to our success, 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, 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. Student numbers exceed 14,000, making it one of the largest business education providers in Australia.

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, Malaysia 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. www.business.monash.edu/management

Position purpose

A Level B academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is expected to carry out activities to maintain and develop her/his scholarly, research and/or professional activities relevant to the profession or discipline.

Reporting Line: The position reports to the Head of Department for education and research program responsibilities and outcomes, through the relevant performance manager

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

Specific duties required of a Level B academic may include:

1. The preparation and conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions at all levels, particularly in international business/management units onshore, on and off campus, through face to face teaching and online provision
2. The conduct of research and developing a record of achievement in the discipline; including high-quality publications (targeting A and A* journals where possible) and grants
3. Broad administrative functions; the majority of which are connected with the subjects in which the academic teaches, such as marking and assessment
4. Supervision of the program of study of honours students and of postgraduate students engaged in course work and where appropriate, in the Higher Degrees Research program
5. Development of course material with appropriate advice from and support of more senior staff, in accordance with the requirements of the Department academic workload policy
6. The initiation and development of curriculum design and development, and curriculum review
7. Attending departmental, school and/or faculty meetings and a major role in planning or committee work
8. Embracing and supporting the faculty's commitment to national and international accreditation (i.e. TEQSA, EQUIS, AACSB and AMBA)
9. Recognising and upholding the faculty's commitment to the principles and values promoted through PRME and GRLI in all activities

Key selection criteria

Essential criteria

1. A Level B academic shall have a PhD, or near complete PhD in Management or a closely related discipline
2. Demonstrated strong record of teaching experience in a tertiary environment
3. Demonstrated statistical analysis and manuscript preparation skills; including a solid track record of refereed research publications, or evidence of an emerging track record of publications, e.g. as per the Australian Business Deans Council (ABDC) 2013 list: http://www.abdc.edu.au/pages/abdc-journal-quality-list-2013.html
4. Demonstrated ability to stimulate, actively engage and educate a given audience, and achieve good learning outcomes over a sustained period
5. Possess a high level of interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors
6. Ability to work positively and cooperatively with students, internal and external teams and agencies
7. Demonstrated capacity to make a solid 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
- 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.