



POSITION DESCRIPTION

School of Mathematics and Statistics
Faculty of Science

Learning and Teaching Innovation Research Assistant

POSITION NO	0038442
CLASSIFICATION	Research Fellow Level A
SALARY	\$66,809 - \$90,657 p.a. (Level A PhD entry level \$84,458 p.a.)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed term for two years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Name: A/Prof Deborah King Tel +61 3 8344 8052 Email dmking@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

Position Summary

The School of Mathematics and Statistics is establishing a Learning and Teaching Innovation Group, whose focus will be to:

- 1) develop innovative teaching methods to enhance students' learning;
- 2) explore the possible inclusion of technology in existing subjects, if appropriate;
- 3) conduct evidence based research of the effectiveness of teaching practices;
- 4) support excellence in learning and teaching through professional development; and
- 5) develop collaborative learning and teaching projects with the broader mathematical community.

This role is for an Academic Specialist.

Focusing on the School's strategic research priorities, the Learning and Teaching Innovations Research Assistant works closely with the Coordinator of Learning and Teaching Innovation to provide research support for learning and teaching initiatives within the School of Mathematics and Statistics, and to the Learning and Teaching Innovation Group in the successful delivery of collaborative disciplinary and multi-disciplinary research within and across universities and with government partners.

This includes project management of national and local mathematics networks and research projects, competitive bids for research funding and government partnerships, keeping abreast of national and international initiatives in mathematics education, strategy development, implementation and promotion, writing articles, reports and media releases, management of project budgets and resources and collaborative partnerships.

1. Key Responsibilities

The Learning and Teaching Innovation Research Assistant will be a key member of the Learning and Teaching Innovation group, providing significant support towards the management and development of research project activities.

1.1 RESEARCH

- ▶ Research and disseminate information about current and innovative learning and teaching pedagogies to all staff in the School by:
 - Writing articles for publication
 - Presenting research findings at conferences
 - Convening seminars
 - Managing resources on the website.
- ▶ Provide support to enable staff leadership on specific teaching and learning projects within the school's strategic areas of importance.
- ▶ Conduct literature reviews and gather and disseminate current research on innovative teaching practices.
- ▶ Development, administration and analysis of surveys as required.
- ▶ Preparation of written draft reports.
- ▶ Production of regular network newsletter.

- ▶ Provide project management expertise for all research initiatives and bids including the development, implementation and promotion of collaborative bids strategy and coordination of internal bids.
- ▶ Work closely with the Coordinator of Learning and Teaching Innovation to promote and coordinate research initiatives and government funding opportunities and to identify future research/grant opportunities.
- ▶ Manage project budgets.

1.2 RESEARCH MANAGEMENT AND ADMINISTRATION

- ▶ Planning, organising and attending workshops and seminars.
- ▶ Administration related to professional development projects.
- ▶ Administration related to the activities of the Learning and Teaching Innovation Group.
- ▶ Administration of subjects offered externally.

1.3 ENGAGEMENT

- ▶ Effective liaison with external networks to foster collaborative partnerships
- ▶ Engagement with peak mathematics education bodies and organisations

1.4 OTHER DUTIES

- ▶ Actively participate in the University Performance Development Framework.
- ▶ Ensure an up-to-date record of University compliance courses, such as, but not limited to Promoting Positive Workplace Behaviour, PDF for Staff and Supervisors, OH &S training courses.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ An undergraduate degree in mathematics, education, science or information management, with some subsequent relevant work experience OR an equivalent combination of experience and education or training.
- ▶ Ability to participate in collaborative grants and projects with the Learning and Teaching Innovations Group.
- ▶ Proven experience and demonstrated success in research project management within the education sector, with the ability to coordinate and implement strategic grants and projects by utilising management principles of planning, resource allocation, communication, implementation, negotiation, evaluation and reporting.
- ▶ Proven experience establishing and maintaining strong professional relationships and effective networks with internal and external stakeholders.
- ▶ A proven ability to negotiate with external parties to facilitate timely conclusions whilst operating within policy.

- ▶ Excellent report writing skills and demonstrated experience in producing briefing papers and reports including data analysis, comprehensive recommendations and implementation plans for projects in mathematics education.
- ▶ Self-motivation, with a demonstrated ability to work with minimal supervision and flexibility, responding to changing work priorities.
- ▶ An understanding of issues relevant to tertiary mathematics students.
- ▶ Ability to undertake short-term travel within Australia if required.

2.2 DESIRABLE

- ▶ Diverse experience and understanding of the research environment within the tertiary education sector and the issues impacting it.
- ▶ Experience in educational design and development.
- ▶ Ability to design and manage a website.

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 University's People Strategy 2015-2020 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.

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 service for excellence and reach the targets of Growing Esteem.

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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

5. Other Information

5.1 ORGANISATION UNIT

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

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of subjects to undergraduate and postgraduate students and is involved in aspects of community life that impact on the interests of the School and the discipline.

The School of Mathematics and Statistics has a total of 57 continuing teaching and/or research staff; 27 research only staff and consultants; 5 teaching specialists, 3 academic specialists; and 12 support staff. The School has over 100 casual and honorary staff. In 2016, there were 88 Research Higher Degree and 78 Coursework Master of Science students. Four members of the School staff and one Emeritus Professor are members of the Academy of Science.

Infrastructure support for research and basic information technology facilities are provided to all members of the department. Special facilities such as high end workstations and salaries for research fellows are supported through individual competitive external research grants. Members of the School have had considerable success at attracting support from the Australian Research Council. The school hosts two ARC Centres of Excellence, has one ARC Laureate Fellow, two ARC Future Fellows and two DECRA Fellows.

It is one of the objectives of the University to develop and maintain a strong international profile. In this context, members of the School have strong collaborative links with colleagues in the United States of America, most countries in Europe and the Asia-Pacific region.

5.2 BUDGET DIVISION

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

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$70 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

*Figures from the latest available data for 2015, including published international rankings data.

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 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have

the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

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