



POSITION DESCRIPTION

School of Culture & Communication
Faculty of Arts

Professional Expert in Centre for Advancing Journalism

POSITION NO	0038502
CLASSIFICATION	Lecturer, Level B
SALARY	\$98,775 - \$117,290 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time position
BASIS OF EMPLOYMENT	Fixed term contract available for 2 years Fixed term contract type: Recent Professional Practice
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	Dr Margaret Simons, Director, CAJ Tel +61 3 8344 7640 Email: msimons@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 Centre for Advancing Journalism (CAJ) was established in 2009 with the aim of improving the practice of journalism. Given this mission, the Centre has a research agenda, both academic and applied, which examines major issues in journalism, and a public engagement program designed to involve the community in a dialogue about what constitutes journalism excellence. This dialogue is designed to foster a better understanding in the community of how journalism works, and provide journalists with the opportunity to reflect on their work and how it impacts society.

CAJ is located in the School of Culture and Communication, which encourages collaborative, cross-disciplinary work in line with University priorities and is host to several large research projects and centres.

The appointee will contribute to teaching in the Master of Journalism, by editing the in-house publication, *The Citizen*, and using it as a platform for student learning and engagement. Drawing upon their substantial professional expertise as a journalist, they will be expected to provide hands on training and relevant industry experience for students in the Master of Journalism program; in particular through teaching the Master of Journalism subject JOUR 90010 Newsroom: Applied Professional Practice.

In addition, they will play a major role in promoting and raising awareness of the Centre's research and advocacy activities. In particular they will work within the team to ensure that CAJ become a leading forum for news, discussion and debate about media, public affairs, journalism futures and the role of journalism practice in civil society.

The successful applicant will:

- ▶ work with other CAJ staff on preparing for the launch and bedding down of the undergraduate breadth subject 'Journalism Today', and the Master of International Journalism, both scheduled for 2018 launch;
- ▶ assist with podcasts and vodcasts of the Centre's public events, and host the online debates and public engagement arising out of those events;
- ▶ promote and raise awareness of the Centre's research projects;
- ▶ promote and enable an engaged and informed citizenship, and journalism's role in this;
- ▶ publish investigative journalism on issues to do with democratic processes;
- ▶ promote informed public debate on key issues that affect Australia's future;
- ▶ aim to reinvigorate the interest of Australians, of all ages and of all political persuasions, by raising the level and quality of public debate;
- ▶ promote intelligent and informed discussion and debate from the broad political spectrum, on the themes of human rights, democracy and the rule of law.

1. Key Responsibilities

A Level B academic is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop his/her scholarly, research, and/or professional activities relevant to the profession or discipline. Specific duties:

1.1 CURRICULUM DEVELOPMENT

- ▶ Contribute to curriculum in graduate courses, in particular in the new breadth subject Journalism Today and the Master of International Journalism

- ▶ Develop subjects, using online and in-class techniques, relevant to area of expertise

1.2 TEACHING

- ▶ Acting as subject coordinator
- ▶ Demonstrate a mean score of 3.4 out of 5 for the 'Student Evaluation Scores – Survey'
- ▶ Consult with students over their work to bring it to a publishable standard
- ▶ Liaise with teaching staff to devise 'real life' assignments consistent with curriculum and designed to provide material suitable for publication in The Citizen
- ▶ Participate in lectures, tutorials and seminars as required
- ▶ Provide critical feedback and mentoring to students in the Master of Journalism, by consulting over copy to bring it to a publishable standard
- ▶ Assist with the launch and bedding in of the breadth subject 'Journalism Today' and the Master of International Journalism

1.3 RESEARCH

- ▶ Contribute as required to research grant proposals
- ▶ Providing relevant expertise to other researchers in the School as required

1.4 SERVICE TO THE DISCIPLINE

Responsibility for all the tasks involved in launching and running The Citizen, including:

- ▶ Managing the online platform including commissioning copy sub-editing and writing, or as necessary publicity
- ▶ Building and maintaining a strong social media presence and managing the Citizen website
- ▶ Maintaining good communications and working relationships with the teaching and research staff of the Centre and the School as well as addressing wider agendas to do with journalism as a form of engaged citizenship
- ▶ Undertaking administrative functions
- ▶ Attendance at CAJ and/or School meetings and/or membership of committees

1.5 OH&S

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5
- ▶ Working as a cooperative and engaged member of a small, flexible team

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A completed qualification in Journalism or a related discipline; and/or outstanding industry experience as a journalist
- ▶ A demonstrable record of excellence in teaching and course delivery, at graduate level

- ▶ A track record in undertaking editing work as a practised Journalist, including design of publications and operating within a tight budget
- ▶ Capacity to contribute to a research environment and engage in collaborative research projects relevant to either public, private or non-government sector organisations and their approaches to stake-holder communications
- ▶ Demonstrated ability to interact positively with academic and administrative staff
- ▶ Demonstrated ability to engage constructively with and contribute to the Centre's research, teaching and public engagement activities
- ▶ Experience in supervising students
- ▶ Experience in web based publication and social media use.

2.2 DESIRABLE

- ▶ Familiarity with relevant scholarship and research in the field of contemporary journalistic practice
- ▶ Experience in the University sector
- ▶ Experience in teaching, training and/or mentoring junior or trainee journalists

3. *Special Requirements*

- ▶ N/A

4. *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 strive for excellence and reach the targets of Growing Esteem.

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:

<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.

6. Other Information

6.1 ORGANISATION UNIT

www.culture-communication.unimelb.edu.au

6.2 BUDGET DIVISION

www.arts.unimelb.edu.au

The Faculty of Arts is one of the largest faculties at the University of Melbourne, with over 8,000 students and 400 staff. It is home to the Melbourne Bachelor of Arts, the most popular degree in Victoria based on the first preferences of school leavers, and home to the Graduate School of Humanities and Social Sciences, which offers 16 professionally oriented masters programs and a range of research degrees.

The Faculty of Arts is a world-leading institution for research and teaching in a range of disciplines in the humanities, social sciences and languages. The Faculty is ranked 19th in the world for Arts and Humanities and 25th in the world for Social Sciences (Times Higher Education Supplement 2011-12). It maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean
- ▶ The Arts Student Centre
- ▶ The Arts Business Centre (comprising Finance, Human Resources, Information Technology, e-teaching and Facilities Management and EHS)
- ▶ Graduate School of Humanities and Social Sciences (comprising services such as student support, marketing, recruitment, partnerships and alumni relations).

6.3 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>.

6.4 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.

6.5 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>