



POSITION DESCRIPTION

Faculty of Architecture, Building and Planning

Sessional Tutor

POSITION NO	0041868
EMPLOYMENT TYPE	Casual employment for Semester 1 2017
SALARY	Rates of Payment for Casual Academic Staff are set out in the University Policy Library: MPF1170 – Schedule A http://www.policy.unimelb.edu.au/schedules/MPF1170-ScheduleA.pdf
SUPERANNUATION	Employer contribution of 9.5%
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Please upload your CV and a brief statement (max. 300 words) outlining your suitability for the position via the Sessional Staff Recruitment System (SSRS).
CONTACT FOR ENQUIRIES ONLY	For questions regarding Subject teaching please contact the relevant coordinator listed in the SSRS. Please direct any system and application queries to ssrs-abp@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 websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

As a Sessional Tutor within the Faculty of Architecture, Building and Planning you will support undergraduate and postgraduate teaching. You will make a substantial contribution to the teaching program you are engaged in by preparing and conducting tutorials, consulting with students, undertaking assessment and attending meetings as required by the Program Coordinator.

The primary responsibility of a Sessional Tutor is to successfully run and manage their assigned tutorials within the Subject's tutorial program. The tutorial program is an avenue for closer interaction between staff and students and an opportunity for students to:

- ▶ review and discuss the reading material
- ▶ review and discuss issues raised at the lecture
- ▶ practise analytical and reasoning skills
- ▶ have assessment tasks and criteria clearly explained.

As a University of Melbourne staff member you will be able to obtain a staff card which can be used to access library facilities, and you will be provided with a staff email account.

1. Selection Criteria

Please provide a brief statement (max. 300 words) outlining your suitability for the position, particularly your:

- ▶ Qualifications and any previous teaching experience you may have
- ▶ Knowledge of the subject matter
- ▶ Organisational, communication and presentation skills
- ▶ Ability to manage and facilitate informed group discussion

2. Special Requirements

Sessional Tutors are expected to create a University email account through the University's Identity Management system. All correspondence relating to their employment must be sent and received through their staff email account.

3. Sessional Tutor Responsibilities

- ▶ Conduct tutorials to the standard of the Faculty. This includes preparing a brief lesson plan in line with the weekly topic and facilitating informed group discussion relating to the lecture and weekly readings
- ▶ Marking, assessment feedback and recording attendance
- ▶ Administration in accordance with University and Faculty policies
- ▶ Attendance at meetings as required by the Program Coordinator
- ▶ Identify students at academic risk
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 7

4. Other Responsibilities

- ▶ The University of Melbourne requires all staff to complete online OHS training. Sessional Tutors can claim payment of 1.5 hours at the Other Academic Activity rate upon submission of their certificate of completion to their Supervisor.
- ▶ The **Teaching and Learning Unit** (TLU) provides academic staff in the Faculty of Architecture, Building and Planning with resources and advice on teaching and learning matters. The Faculty runs a comprehensive **Tutor Induction** program for all Sessional Tutors. This program is coordinated by the TLU and runs at the beginning of each semester. The session covers an introduction to teaching at the University of Melbourne, OHS, and teaching and learning in Studios (for Studio Tutors). Sessional Tutors can claim payment of 2 hours at the Other Academic Activity rate for their attendance.

5. Salary Payment

5.1 PAYRATES

Rates of Payment for Casual Academic Staff are set out in the University Policy Library: MPF1170 – Schedule A <http://www.policy.unimelb.edu.au/schedules/MPF1170-ScheduleA.pdf>

5.2 CLAIMING PAYMENT

To receive payment for work completed Sessional Tutors must complete a **Themis Timecard**. **Casual Pay Dates** fall fortnightly on a Thursday and hours must be submitted and approved by the Supervisor no later than 4.00pm on the Monday of the Casual pay week.

6. Other Information

6.1 ORGANISATION UNIT

The Faculty of Architecture, Building and Planning at the University of Melbourne is the leading educational and research institution in the Asia-Pacific region addressing the design and realisation of inhabited environments. It actively seeks to extend the linkages between education, research and practice in the design and built environment disciplines, and maintains excellent and extensive relationships with members of the design and built environment professions, government, professional associations and the wider community.

The Faculty has nearly 170 staff and approximately 3000 students, one third of whom are international. It is responsible for the undergraduate degrees the Bachelor of Design and the Bachelor of Environments.

The Faculty's graduate school, the Melbourne School of Design teaches accredited masters courses across the professional disciplines of Architecture, Architectural Engineering, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD aims to inspire learning through interdisciplinary reflection, and is unique in its integration of research, teaching, and practice around the environmental implications of all

forms of urbanisation. With opportunities to engage in advanced studio and seminar-based learning and research, MSD students develop new perspectives, critical reflection, and modes of action to address the design, environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally.

The Faculty has an international reputation for excellence in research and research training and is a leader in built environment and urban research. Faculty staff are actively engaged in collaborations and partnerships both locally and globally, to produce research that responds to major social, economic and environmental challenges, as well as fundamental research into design and the built environment in Australia and the Asian region. Our researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density. We also contribute definitive knowledge and understanding of the history, conservation and heritage of the built and natural environment, built environment practice and management, urban morphology and design research.

Through the MSD, we provide the highest quality research training environment, attracting the best and brightest future researchers in our disciplines from around the world.

PhD and MPhil students have access to innovative professional development programs and generous funding support, along with excellent facilities and resources.

We have built strong research foundations by valuing and developing our people, rewarding excellence, and fostering a culture of enquiry, creativity and outstanding scholarship.

More information about ABP can be found at: www.msd.unimelb.edu.au.

6.2 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

6.3 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.

6.4 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

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/unisec/governance.html>.

7. *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.