



## POSITION DESCRIPTION

Asia Institute  
Faculty of Arts

### Lecturer/Senior Lecturer in Japanese

POSITION NO	0042861
CLASSIFICATION	Level B/C
SALARY	Level B: \$98,775 - \$117,290 p.a. Level C: \$120,993 - \$139,510 p.a. Level of appointment is subject to qualifications and experience
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Akihiro Ogawa Tel +61 3 8344 7037 Email <a href="mailto:akihiro.ogawa@unimelb.edu.au">akihiro.ogawa@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Asia Institute is the University of Melbourne's key centre for studies in Asian languages and societies. Our teaching programs include Arabic, Chinese, Indonesian and Japanese languages, as well as Korean, Asian and Islamic Studies. The Asia Institute has close links with other Schools and Faculties across the University, and our programs are strongly interdisciplinary in focus.

The Japanese Studies discipline is one of the largest and most successful Japanese programs in Australia. The teaching program nurtures intercultural communication skills, develops cultural literacy and helps students understand the complexity and diversity of Japanese society. Current areas of research include social sciences (anthropology, sociology, and political science), humanities (media, gender, and literature), and applied linguistics.

The Faculty welcomes applications from Japanese Studies specialists with suitable research and teaching experience to fill this position. The new appointee will work to develop new areas of research and training, as well as support existing programs. A commitment and ability to work in an inter-disciplinary and cross-cultural team is essential.

The successful candidate will be responsible for teaching at both the undergraduate and graduate levels and assist in the development of new subjects as appropriate; supervision of RHD students is also a requirement. The incumbent will also undertake research that result in publications with leading publishers in the field, foster engagement links with external networks/partners nationally and internationally and take on administrative tasks associated with the appointment.

### ***1. Key Responsibilities***

A Lecturer (Level B) or Senior Lecturer (Level C) 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 include:

#### **1.1 TEACHING**

- ▶ Preparation and delivery of lectures, tutorials and seminars as appropriate and in line with Faculty of Arts minimum thresholds for teaching satisfaction;
- ▶ Initiation, development and review of subject material;
- ▶ Contribute to the curriculum development of the Japanese Studies program;
- ▶ Consultation with students;
- ▶ Marking and assessment;
- ▶ Administrative tasks associated with the subjects taught;
- ▶ Subject coordination including the supervision of sessional tutors;
- ▶ Supervision of honours students and postgraduate research students as required;
- ▶ Demonstrate a mean score of 3.4 out of 5 for the 'Student Evaluation Scores – Survey'.

#### **1.2 RESEARCH**

- ▶ Publications arising from scholarship and research in line with Faculty of Arts minimum expectations.

- ▶ Application for external competitive research funding;
- ▶ Participation in the research activities of the discipline;
- ▶ Active participation in research seminars, and national and international conferences;
- ▶ Contribute to developing networks within the discipline and with other universities, institutions and communities, both nationally and internationally, to support collaboration.

### 1.3 SERVICE TO THE DISCIPLINE & SCHOOL

- ▶ Involvement in professional activity, including participation in meetings of professional societies;
- ▶ Engagement with external stakeholders including building external networks, partnerships and consultancies;
- ▶ Meetings and committee work within the School and the wider university community, as appropriate;
- ▶ Undertake administrative activities commensurate for a Level B or C academic.

### 1.4 OH&S

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ A completed PhD in Japanese Studies, including Japanese language, literature, linguistics, history, or in a social science area, or a closely related discipline;
- ▶ Demonstrated ability for excellence in the teaching of Japanese as a foreign language within the tertiary education sector;
- ▶ Experience in coordinating Japanese language subjects and team teaching;
- ▶ A strong record in research with a developing publication profile;
- ▶ Demonstrated capacity for multidisciplinary and collaborative research;
- ▶ Capacity to attract research grants and consultancies Ability to supervise honours and postgraduate coursework degree theses;
- ▶ Near native competence in both spoken and written Japanese and English.

### 2.2 DESIRABLE

- ▶ Strong computer literacy in line with the University's commitment to eTeaching and eLearning;
- ▶ Experience in community engagement with a capacity to build local and international networks and partnerships, including linkage or collaborations with scholars, institutions or community organisations in Japan;
- ▶ Knowledge or interest in Japan in its regional and international context.

### ***3. Special Requirements***

Shortlisted candidates will be invited to the University to participate in a formal panel interview as well as meet with current staff and present a seminar relating to any aspect of their research profile.

### ***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/people/community/responsibilities-of-personnel>

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**

<http://arts.unimelb.edu.au/asiainstitute>

## 6.2 BUDGET DIVISION

[arts.unimelb.edu.au](http://arts.unimelb.edu.au)

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences and the Melbourne School of Government, the Faculty of Arts also comprises five academic 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 and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see [www.arts.unimelb.edu.au](http://www.arts.unimelb.edu.au)

## 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>