



POSITION DESCRIPTION

Williams Centre for Learning Advancement
Faculty of Business and Economics

Tutor in Higher Education

POSITION NO	0031180
CLASSIFICATION	Level A
SALARY	\$69,148-\$93,830 per annum
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
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	Professor Angela Paladino Tel +61 3 8344 1916 Email a.paladino@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 Faculty of Business and Economics Williams Centre for Learning Advancement (WCLA) was established to enrich and support staff in the delivery of excellent learning experiences for students of the Faculty. The unit combines the following three functions:

- ▶ Academic staff development and support in relation to teaching and learning
- ▶ Development of e-learning resources for students and staff
- ▶ Research in the teaching and learning of the disciplines of the Faculty

The Tutor in Higher Education is responsible for contributing to these functions with a particular emphasis on the Tutor Training Program (TTP). In addition, the tutor will be able to develop and conduct academic development activities that are appropriate to the disciplines of the Faculty, and are innovative and effective in enriching the teaching and learning culture. Working under the general direction of the Director WCLA, the appointee is expected to engage in independent research and scholarship and to publish in the higher education area.

1. Key Responsibilities

1.1 TUTORING IN HIGHER EDUCATION

- ▶ Lead, coordinate and assist with the delivery of the Tutoring in Business and Economics Program including the peer matching of staff. Provide advice and recommendations to the Director on the TTP.
- ▶ Update the (1) manual for the delivery of the Tutoring in Business and Economics Program (for WCLA staff) and (2) Tutor Training Guide (for distribution to tutors and subject coordinators)
- ▶ Provide project management to teams and participate in writing internal and competitive grant applications
- ▶ Prepare, analyse and present reports on the TTP as well as other current activities / programs to the Director and other relevant staff as required
- ▶ Initiate and conduct research related to learning and teaching in higher education with a special focus on tutor training and other staff development programs.
- ▶ Collaborate and provide support to the Learning and Teaching Specialists and Director in staff development programs
- ▶ Work with the WCLA team to deliver workshops to academic staff to help increase the adoption of blended learning (where relevant) across the faculty
- ▶ Assist in the development of a Staff Orientation Program for Teaching in FBE (in collaboration with WCLA staff)
- ▶ Assist in the development of a Teaching Training Program for T&R staff to mirror the Tutor Training Program
- ▶ Assist in the coordination of the Peer Review Program (Pilot)
- ▶ Complete mandatory University training programs
- ▶ Enrolment and commencement in the University of Melbourne Teaching Certificate

1.2 RELATIONSHIP DEVELOPMENT

- ▶ Liaise with central Information and Technology Services (ITS), Learning Environments (LE) team, and other relevant units in relation to delivery of audio-visual educational content as required
- ▶ Liaise with the FBE Marketing and Communications team to ensure consistent faculty branding of website and promotional products

1.3 TEAMWORK AND SERVICE DELIVERY

- ▶ Maintain and continuously develop professional knowledge and skills by keeping up to date with new developments relevant to the role and the organisations' broader perspective.
- ▶ Demonstrate commitment to team development and maintenance of a professional work environment.
- ▶ Attend and actively participate in all centre seminars
- ▶ Contribute to centre meetings, committees, retreats, workshops and/or seminars (as determined by the Director)
- ▶ Work closely with other members of the WCLA team to achieve the Centre's goals
- ▶ 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

- ▶ Substantial progress towards a doctoral degree, either in higher education or a business-related discipline
- ▶ Demonstrated knowledge of and experience in teaching in higher education
- ▶ Demonstrated knowledge of and experience in the delivery of tutor training programs
- ▶ Experience in the delivery and evaluation of teaching and learning improvement programs

2.2 DESIRABLE

- ▶ Experience in writing competitive grant applications in the field of learning and teaching
- ▶ Experience working with international students in higher education
- ▶ A research and publication record in the area of student learning in higher education

3. Special Requirements

- ▶ A flexible approach to work is necessary as programs and events are occasionally held after hours or on weekends
- ▶ Operational requirements of the unit may influence approval of annual leave

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

Information about WCLA can be found via the following link <http://fbe.unimelb.edu.au/wcla>

6.2 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- Academic Support Office
- Student Employability and Enrichment
- Research Development Unit
- The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

- Finance
- Human Resources (including OHS)
- Marketing and Communications
- Service Level and Facilities Management
- Quality Office

Our Programs

There are about 9,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.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>