



POSITION DESCRIPTION

School of Computing and Information Systems
Melbourne School of Engineering

Lecturer or Senior Lecturer (Two Positions)

In line with the special measure H103/2014 provided for under section 12 of the Equal Opportunity Act 2010 (VIC), the Melbourne School of Engineering strongly encourages applications from suitably qualified female candidates.

POSITION NO	0043522
CLASSIFICATION	Lecturer (Level B) or Senior Lecturer (Level C)
SALARY	\$98,775 - \$117,290 p.a. (Level B) or \$120,993 - \$139,510 p.a. (Level C)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Two full-time (1.0 FTE) positions available
BASIS OF EMPLOYMENT	Continuing positions
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
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 Justin Zobel Email: jzobel@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:
<http://about.unimelb.edu.au/careers>

Position Summary

The University of Melbourne is seeking a dynamic early-career academic with a background in Information Systems or Computer Science, and expertise in Business Process Management.

The successful appointee will make a significant contribution to the teaching, research and administration of the School of Computing and Information Systems. You will teach in graduate and undergraduate programs and take on administrative roles commensurate with the position. You will be an aspiring leader in research in Business Process Management or closely related fields, with ambition to publish in high quality journals and conferences, mentor research students, and secure independent grant funding to support a program of research. Active collaboration with other research groups in the School and the Melbourne School of Engineering is encouraged, as is interaction with industry and government agencies.

The Melbourne School of Engineering is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

The University plan seeks to increase the diversity of the workforce and the representation of women in areas they have been traditionally under-represented. Consistent with this the School is seeking to increase the representation of women in the academic workforce across engineering disciplines. Under a Special Measure, under Section 12 (1) of the Equal Opportunity Act 2010 (Vic) the School is seeking to lift the representation of women from 20% in 2014 to at least 25% over the next 5 years, and strongly encourages applications from suitably qualified female candidates.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A PhD in Information Systems, Computer Science, or equivalent;
- ▶ A relevant research track record as evidenced by research publications in high-quality journals, conferences and technical reports;
- ▶ Potential to achieve the highest levels of scholarship;
- ▶ A strong demonstrated research expertise in Business Process Management or related fields such as process modelling and analysis, process mining, or business process intelligence;
- ▶ Understanding of the principles and practice of software development projects;
- ▶ Capacity to teach effectively across a range of subjects, including the capacity to develop and deliver seminars and lectures and contribute to other teaching activities;
- ▶ Excellent oral and written communication skills, including the ability to interact with University staff at all levels and to build networks with industry and other researchers, both local and international;
- ▶ Ability to work as part of a team, and build rapport with all levels of staff within a diverse work environment; and
- ▶ Capability for collaboration and interaction with industry.
- ▶ A willingness and ability to supervise graduate research students.

In addition to the above for appointment at Level C:

- ▶ A strong publication record and demonstrated independence of scholarship;
- ▶ A successful record of attracting external research funding, either individually or as part of a team;
- ▶ A successful record of engaging industry, government and/or the community in teaching and research;
- ▶ Experience in supervision of research higher degree students;
- ▶ Experience in curriculum development and implementation at undergraduate and postgraduate level that will maintain the School's programmes at the highest international standards.

2. Special Requirements

None

3. Key Responsibilities**3.1 TEACHING AND LEARNING**

- ▶ Coordinate and conduct lectures and tutorials at undergraduate and postgraduate level, including engagement in teaching innovation and improvement;
- ▶ Preparation of project work to support student learning;
- ▶ Perform marking and assessment duties and be responsible for supervision of project marking in subjects as lecturer-in-charge;
- ▶ Provide adequate access for and effective student consultation;
- ▶ Be proactive in the development of subject materials and delivery, including the use of web resources as appropriate;
- ▶ Act as Subject Coordinator with responsibility for the design, development, coordinated delivery and ongoing improvement of that subject and keep the Teaching Liaison Coordinator informed of changes to personnel and/or requirements;
- ▶ Consult with students;
- ▶ Supervise undergraduate, graduate or postgraduate students engaged in coursework or smaller research projects;
- ▶ Demonstrate interest in the continued improvement of teaching quality.

3.2 RESEARCH

- ▶ Provide a significant degree of scholarly research initiative and collaboration in the discipline of Business Process Management or closely related fields;
- ▶ Exercise leadership in scholarly research, in conjunction with other colleagues;
- ▶ Present research workshops and seminars within the School;
- ▶ Publish papers in reputable international journals and conferences;

- ▶ The attainment of external research grant income;
- ▶ Participate as a chief investigator on research projects;
- ▶ Supervise postgraduate students;

3.3 ENGAGEMENT

- ▶ Build and foster partnerships with industry, government, collaborators at other Universities and other stakeholders that contribute to the engagement of teaching and research in the wider community engagement;
- ▶ Actively participate in professional activities including consulting, workshops and executive education courses for external participants;

3.4 SERVICE AND LEADERSHIP

- ▶ Participate in industry and community liaison activities as arranged by the School;
- ▶ Participate in School activities such as student events and school visits;

In addition to the above, responsibilities for appointment at Level C:

- ▶ Supervision of major undergraduate, graduate or postgraduate research projects;
- ▶ Significant role in research projects including, where appropriate, leadership of a research team;
- ▶ Significant role in knowledge transfer and community engagement;
- ▶ Drive and lead school committees and/or projects as required;
- ▶ Proactively seek funding opportunities to develop a program of research.

3.5 OTHER

- ▶ Perform other tasks as requested by the supervisor or the Head of the School;
- ▶ Undertake Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.

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 service 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 SCHOOL OF COMPUTING AND INFORMATION SYSTEMS

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

The School of Computing & Information Systems undertakes research and teaching across a range of information technology disciplines including Software Engineering, Information Systems, and Computer Science. It offers a comprehensive range of IT courses at all levels, including offerings in science, engineering, and business, and is at the forefront of computing research in Australia and internationally with close links to major computing research initiatives, including the Victorian Life Sciences Computing Initiative (VLSCI), IBM Research, the Microsoft Research Centre for Social Natural User Interface (SNUi), and DATA61 (formerly NICTA). It was ranked 13th in the 2015 QS World University Ranking exercise by discipline.

The School's aim is to attract and retain outstanding staff available in order to maintain a leading research and teaching. We have an existing highly successful research team in the area of the appointment, a large number of PhD students, and a substantial cohort of graduate students in our coursework Masters programs.

6.2 MELBOURNE SCHOOL OF ENGINEERING

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

The Melbourne School of Engineering is one of Australia's leading Engineering Schools and aims to be the school of choice for the highest performing students and research staff in Australia and within the Time Higher Education Supplement top twenty Schools of Engineering internationally by 2020.

6.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The University offers staff many benefits and prospective staff are encouraged to view the following web links:

www.unimelb.edu.au

www.growingesteem.unimelb.edu.au

www.unimelb.edu.au/careers

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>.