



POSITION DESCRIPTION

School of Social and Political Sciences
Faculty of Arts

Lecturer in Sociology (Melbourne Early Career Academic Fellowship)

POSITION NO	0042231
CLASSIFICATION	Lecturer Level B
SALARY	\$95,434 - \$113,323 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time (fixed-term) position available until 31 December 2019 Fixed term contract type: Melbourne Early Career Academic Fellowships - MECAF
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 Adrian Little Tel: + 61 3 8344 8969 E-mail: little@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:

about.unimelb.edu.au/careers

joining.unimelb.edu.au www.hr.unimelb.edu.au/careers

Position Summary

The School of Social and Political Sciences is seeking a Level B Lecturer in Sociology through the Melbourne Early Career Academic Fellowship program (MECAF) as defined in section 27 of The University of Melbourne Enterprise Agreement 2013. The successful applicant will complete a structured development programme provided by the University within their workload allocation. This programme provides training, supervision and appropriate career and professional development opportunities towards establishing an academic career. Those who have previously held permanent/continuing academic positions are ineligible to apply.

The successful applicant will undertake research resulting in quality publications with leading publishers in the field and will teach at the undergraduate and postgraduate levels. As well as teaching in their areas of interest the successful candidates will have the ability to teach core subjects in the sociology curriculum. The successful candidates will supervise student research (at honours, postgraduate coursework and potentially at RHD levels), and will undertake administrative tasks associated with the appointees' responsibilities in teaching and research, and foster links with external networks.

1. Selection Criteria

1.1 ESSENTIAL

- 1.1.1 A completed or near completed PhD or other equivalent degree in sociology, or using a sociological framework in a closely related discipline. To be eligible for this MECAF position *you must have completed your PhD no more than 3 years ago*. This period can be extended by an additional 2 years due to career interruptions for example illness, carer's leave, international postings, non-research employment or maternity leave.
- 1.1.2 Capacity to conduct research leading to scholarly publication in quality sociology journals;
- 1.1.3 Capacity for high quality teaching in core subjects in the sociology curriculum at the tertiary level;
- 1.1.4 Capacity to develop curriculum, for course design and innovation in the delivery of teaching at the undergraduate and postgraduate level;
- 1.1.5 Capacity to attract research grants and consultancies;
- 1.1.6 Capacity to supervise honours and postgraduate coursework degree theses and to participate in supervisory panels at the RHD level;
- 1.1.7 Capacity to build local and potentially international networks and partnerships;
- 1.1.8 Ability to deal efficiently with administrative tasks relevant to the position;
- 1.1.9 Strong computer literacy in line with the University's commitment to e-teaching and e-learning.

2. Special Requirements

- 2.1 All candidates who have previously held a permanent/continuing academic position are ineligible to apply.

3. Key Responsibilities

A Lecturer (Level B) 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:

3.1 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 at the undergraduate, honours and postgraduate level;
- ▶ Subject coordination;
- ▶ Administrative tasks associated with the subjects taught, including consultation with students, marking and assessment;
- ▶ Supervision of honours and postgraduate research. In particular, the successful applicant will be expected to supervise of an appropriate number honours, postgraduate coursework and research higher degree theses as required, and will be expected to ensure the timely completion of their research.

3.2 Research

- ▶ Publications arising from scholarship and research in line with Faculty of Arts minimum threshold for research output;
- ▶ Application for external competitive research funding;
- ▶ Participation in the research activities of the discipline.

3.3 Service to the discipline

- ▶ Involvement in professional activity, including participation in meetings of professional societies;
- ▶ Engagement with external stakeholders including building external networks, partnerships and consultancies.

3.4 Service to the School

- ▶ Participate in meetings and committee work within the School and the wider university community, as appropriate.

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

4. Other Information

4.1 ORGANISATION UNIT

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

4.2 BUDGET DIVISION

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 Studies

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

4.3 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>.

4.4 GROWING ESTEEM AND THE MELBOURNE MODEL

- ▶ 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.

4.5 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.

4.6 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>.

5. Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities

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.