



POSITION DESCRIPTION

Department of Microbiology and Immunology
Faculty of Medicine, Dentistry and Health Sciences

Associate Lecturer/Lecturer – Pathology (2 Positions)

POSITION NO	0044469
CLASSIFICATION	Associate Lecturer, Level A or Lecturer, Level B Level of appointment is subject to qualifications and experience
SALARY	\$69,148 - \$93,830 p.a. (Level A) \$98,775 - \$117,290 p.a. (Level B)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term for 3 years Fixed term contract type: Specific Tasks or Projects
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	Associate Professor Victoria Lawson Tel +61 3 8344 4004 Email vlawson@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 Department of Microbiology and Immunology is a leading teaching and research department in Australia's foremost research University, with well-recognized research strengths in cellular and molecular immunology, medical virology, medical bacteriology and pathology. The Department strives to provide high quality teaching into degrees offered by the Faculties of Medicine Dentistry and Health Sciences and Science. Departmental staff enjoy a well-equipped, highly collegial academic environment located in the Peter Doherty Institute for Infection and Immunity (<http://www.doherty.unimelb.edu.au>).

The successful applicant will contribute to teaching in the field of Pathology, with contribution to a broader curriculum across the extended disciplines taught within the Department. The role will contribute to the associated course and student administration and policy development.

1. Key Responsibilities

1.1 TEACHING AND LEARNING

- ▶ Contribution to the development, coordination and delivery of undergraduate and postgraduate teaching in the Department of Microbiology and Immunology, specializing in the discipline of Pathology
- ▶ Deliver lectures, conduct practical classes, prepare assessment activities and participate in course design and development, exam marking and assessment
- ▶ Contribute to the developments in multimedia and practical teaching to impart generic skills, scientific method and principles to undergraduate students.
- ▶ Oversee training of teaching staff and students in laboratory, safety, practical methods and scholarship as required
- ▶ Provide guidance and advice to students on their academic progress
- ▶ Participate in professional development activities focused on teaching and learning
- ▶ Perform administrative functions associated with teaching and learning

1.2 ENGAGEMENT

- ▶ Attend and actively participate in departmental seminars, meetings and/or committee memberships
- ▶ Engage in and contribute to the promotion of the discipline of Pathology to the wider University and external communities, including involvement in the University of Melbourne Open Days and collaboration with other teaching and research staff to help develop aspects of curriculum
- ▶ Engage with relevant University departments, hospitals and medical research institutes to ensure that students appreciate the contribution of biomedical research and the discipline of pathology to improvement in human health.

1.3 SERVICE AND LEADERSHIP

- ▶ Active participation in the development and management of teaching infrastructure and contributions to other departmental functions
- ▶ Active contribution to the promotion and maintenance of academic excellence of the Department of Microbiology and Immunology by supporting activities such as the Departmental and Doherty Institute seminar series

- ▶ Actively participate in the regular review and evaluation of the academic programmes and curriculum in the Department of Microbiology and Immunology using the appointee's specialist academic knowledge and expertise
- ▶ Liaise with academics and other stakeholders to promote the discipline and through participation in local, national and international events and forums
- ▶ Represent the Department at meetings and committee work for the Faculty and the wider University community
- ▶ Undertake other tasks and projects as required by the Head of the Department
- ▶ Active participation in, and contribution to the areas of safety and compliance
- ▶ 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

- ▶ Postgraduate degree in the discipline of Pathology or related biomedical science, or a medical qualification
- ▶ Evidence of the capacity to teach undergraduate students in Pathology such as delivering practical classes, demonstrating, lecturing and/or tutoring in Pathology or a related discipline
- ▶ Ability to work constructively both independently and as a member of a team.
- ▶ Demonstrable excellence in organisational skills and an ability to manage administrative tasks
- ▶ Demonstrated potential to build an academic career in teaching
- ▶ Excellent interpersonal, organizational and written and oral communication skills.

In addition to the above, essential criteria for a Level B appointment are:

- ▶ A PhD in the discipline of Pathology or related biomedical science.
- ▶ Experience in curriculum development at tertiary level (undergraduate and/or postgraduate).
- ▶ Experience in subject coordination.

2.2 DESIRABLE

- ▶ Broad expertise and the ability to contribute to teaching across a number of disciplines such as microbiology, immunology and biochemistry
- ▶ Previous experience training or supervising casual or part-time staff
- ▶ Familiarity with online learning management systems

2.3 SPECIAL REQUIREMENTS

- ▶ Annual leave must be discussed and agreed with the Supervisors and Head of Department and is largely expected to be taken outside of semester periods to ensure continuity of the teaching activities of the Department.

3. 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.

4. 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.

5. Other Information

5.1 DEPARTMENT OF MICROBIOLOGY & IMMUNOLOGY

The Department of Microbiology & Immunology is one of the departments within the School of Biomedical Sciences in the Faculty of Medicine, Dentistry and Health Sciences. Further information is available at

<http://biomedsciences.unimelb.edu.au/departments/microbiology-Immunology>

5.2 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

The Doherty Institute is a world-class institute combining research in infectious disease and immunity with teaching excellence, reference laboratory diagnostic services, epidemiology and clinical services. It is a joint venture between the University of Melbourne and Melbourne Health.

A new, purpose-built building for the Doherty Institute was completed in early 2014. The members of the Doherty include the Department of Microbiology and Immunology and the Microbiological Diagnostic Unit Public Health Laboratory of the University of Melbourne, the Victorian Nosocomial Infection Surveillance System, The Victorian Infectious Diseases Reference Laboratory, The Victorian Infectious Diseases Service, and The World Health Organisation Collaborating Centre for Reference and Research on Influenza.

Further information about the Doherty Institute is available at:

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

5.3 SCHOOL OF BIOMEDICAL SCIENCES

www.biomedicalsciences.unimelb.edu.au

The School of Biomedical Sciences is part of the Faculty of Medicine Dentistry and Health Sciences. It was established on 1 January 2015 and comprises the Departments of Anatomy and Neuroscience, Biochemistry and Molecular Biology, Microbiology and Immunology, Pathology, Pharmacology and Therapeutics, and Physiology.

Situated on the University's Parkville Campus in a rich medical practice and research precinct the School has much to offer research and teaching staff alike.

5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.5 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>.

5.6 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.

5.7 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>