



POSITION DESCRIPTION

Melbourne School of Engineering

Senior Tutor

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	0043053
CLASSIFICATION	Level A
SALARY	\$66,809 - \$90,657 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	<p>11 positions available for 3 years</p> <p>Fixed term contract type: Measures to provide security of employment</p> <p>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.</p>
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
HOW TO APPLY	<p>Online applications are preferred. Go to http://about.unimelb.edu.au/careers, under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.</p>

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

As a Senior Tutor in Melbourne School of Engineering, you will provide service to a range of subjects in the Melbourne School of Engineering. You will work closely with the Subject Coordinators and teaching staff, as well as the other staff in the School, to support introductory and large-class subjects, and to assist in the administration of sessional tutors and demonstrators. Specific duties will include assistance with preparation of teaching and laboratory materials, assignment of duties to sessional staff, student consultation, and delivery of tutorials, demonstrations, and occasional lectures.

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 H103/2014, 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 Master's degree in either of the below disciplines of engineering (Electrical, Mechanical, Computing and Information Systems, Infrastructure, Chemical and Biomolecular, and Biomedical) or an equivalent discipline;
- ▶ Experience in teaching, including tutoring, lecturing, or project supervision related to an engineering subject;
- ▶ Experience in fostering student development in tutorials or workshops with an ability to develop curiosity and independence in learning and contribute to the student's ability in critical thinking;
- ▶ Excellent verbal and written communication skills, including the capacity to explain subject material plainly and helpfully;
- ▶ Demonstrated ability to improvise and adapt to new demands and priorities, including exploring and implementing different teaching methods;
- ▶ Demonstrated ability to work with students and staff from a range of cultural backgrounds;
- ▶ Excellent organizational skills, including the ability to develop clear teaching plans and timelines, manage your own time and to coordinate activities of casual teaching staff;
- ▶ Excellent computer skills, including proficiency in the use of Microsoft Office, email and student learning management systems.

1.2 DESIRABLE

- ▶ A PhD in the relevant field of study;
- ▶ A teaching qualification;

- ▶ Experience in the design and development of face-to-face and eLearning instructional materials;
- ▶ Demonstrated research capacity in a relevant field;
- ▶ Previous experience with general academic administration such as assisting with subject coordination, course advice and examination or equivalent, and development of curriculum resources.

2. Special Requirements

None

3. Key Responsibilities

- ▶ Develop, maintain and deliver teaching and learning activities in the relevant subject or discipline;
- ▶ In accordance with University procedures, coordinate and perform the marking of tests, assignments, exams and laboratory reports where appropriate, and collate marks accurately, as required;
- ▶ Provide individual student consultation as required and keep clear records of student interactions;
- ▶ Exercise appropriate judgement in relation to student absence, student behaviour and problems associated with cancelled classes and clashes, seeking advice and support from senior academic staff as required;
- ▶ Coordinate and supervise casual teaching staff as required;
- ▶ Undertake administrative tasks associated with tutorials and workshops, such as updating LMS content;
- ▶ Participate in the development of new course/subject material and review of existing courses/subjects in consultation with the Chair of the Education Committee;
- ▶ Contribute to the School through participating in staff and other committee meetings, direction setting and policy development;
- ▶ Contribute to the School's portfolio of external relations activities, particularly with regards to student engagement;
- ▶ Undertake training and professional development opportunities as appropriate;
- ▶ Perform other tasks or project as required by the supervisor or Head of the School.
- ▶ 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 align 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 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 ten Schools of Engineering internationally by 2020.

6.2 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:

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

<http://growingesteem.unimelb.edu.au/>

<http://hr.unimelb.edu.au/careers>

6.3 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>.

CONTACT DETAILS FOR ENQUIRIES ONLY

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Please do not send your application to these contacts