



## POSITION DESCRIPTION

Department of Management and Marketing  
Faculty of Business and Economics

### Lecturer (Leadership)

<b>POSITION NO</b>	0042638
<b>CLASSIFICATION</b>	Level B
<b>SALARY</b>	\$95,434 - \$113,323 p.a
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>EMPLOYMENT TYPE</b>	Full-time, continuing position (For the first 3 years of appointment, the position will be seconded at 0.8 FTE to the Centre for Workplace Leadership)
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>CURRENT OCCUPANT</b>	New
<b>HOW TO APPLY</b>	Online applications are preferred.  Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor Prakash Singh, Head of Department Tel +61 3 8344 8482 Email <a href="mailto:hod-mgmt-mktg@unimelb.edu.au">hod-mgmt-mktg @unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

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

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## ***Position Summary***

The Department of Management and Marketing has the vision of becoming the leading research hub in the Asia Pacific region, with a strong global research reputation.

For the first three years of the appointment, the appointee will be seconded to one of the important research and engagement arms of the Department, the Centre for Workplace Leadership (CWL), at 0.8 fraction to work with the Director and Cluster Leader on suitable research projects. The Centre for Workplace Leadership's mission is to develop world-class leadership capability in Australian organisations, working collaboratively at all levels to create productive, innovative, customer-focused, and competitive outcomes. The CWL was initially set up with funding from the government and played a pivotal role in conducting leadership related research amongst Australian workplaces. It has now been integrated into the Department of Management and Marketing.

For more information on CWL, please see <https://www.workplaceleadership.com.au/>

The appointee will support the Department's strategic objectives by engaging in research in his/her discipline, and publishing in elite international journals and other esteemed scholarly outlets. The appointee will be required to pursue external research funding and, ideally, conduct research that focuses on the University of Melbourne's Grand Challenges, as described in Section 4.5. The appointee will also support the Department's strategic objectives by teaching and administering high quality undergraduate and graduate subjects (equivalent to a maximum of a one course load), and high quality executive education programs. It is expected that the appointee will also make a significant contribution to the collegial and intellectual life of the Department and his/her intellectual discipline.

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

- ▶ A PhD in a field related to Leadership (for example Organisational Behaviour, Organisational Theory, Human Resource Management, Strategic Management, Public Management or other disciplines).
- ▶ A demonstrated ability to teach effectively at undergraduate and postgraduate levels.
- ▶ A demonstrated ability to undertake research that has been published in high quality research outlets such as journals, books, and peer reviewed conference proceedings.
- ▶ An ability to work collaboratively and collegially, within an academic department.

#### **1.2 DESIRABLE**

- ▶ Teaching experience in online and blended formats.
- ▶ A capacity to supervise postgraduate research students and be involved in research training.
- ▶ A capacity to secure competitive internal and external research funding.
- ▶ An ability to foster strong links with the Australian and international business communities.

## **2. Special Requirements**

- ▶ After hours work may be required from time to time, due to teaching timetables and participation at functions and events, including Open Day, Student Advice Days and graduation ceremonies. Domestic and overseas travel may be required for University related activities.

## **3. Key Responsibilities**

### **3.1 SECONDMENT TO CWL**

For the first three years of the appointment at 0.8 fraction, the appointee will work on various projects within the CWL research program.

Specific duties include:

- ▶ Undertaking contract research, either as a member of a team or independently, and the production of reports/papers;
- ▶ Undertaking scholarly research, either as a member of a team or independently, and the production of refereed publications;
- ▶ Preparing research proposals, either as a member of a team or individually, for submissions to external funding bodies;
- ▶ Involvement in professional activities including presentations at conferences and seminars in the field of expertise;
- ▶ Contributing to the reports/papers produced by the research program.
- ▶ Communicating research findings to diverse audiences, including government, industry and employer associations, managers, unions and employees at CWL events and briefings.

As a Lecturer within the Department of Management and Marketing, the general responsibilities are:

### **3.2 RESEARCH**

- ▶ Engage in research leading to publication in premier international journals and other scholarly outlets. Publish in top tier refereed journals, books or reports, and achieve the Department's requirement for publications, in accordance with the Department's Journal Ranking List.
- ▶ Secure external and internal research funding, through competitive processes.
- ▶ Act as effective member and leader of a research team.
- ▶ Supervise Masters and/or PhD students.

### **3.3 TEACHING**

- ▶ Prepare, deliver and coordinate lectures, tutorials and seminars.
- ▶ Develop curriculum and teaching materials, including the use of e-learning and multimedia platforms.
- ▶ Develop subject materials.

- ▶ Consult with students.
- ▶ Assess, process and finalise student results.
- ▶ Administer tasks associated with the subjects taught, including management of tutors.

### 3.4 SERVICE TO THE DEPARTMENT

- ▶ Participate in Department and Faculty meetings and committee work.
- ▶ Participate in functions promoting the Department, such as Open Day, graduation ceremonies, seminars, and VCE lectures.
- ▶ Contribute to the collegial and intellectual life of the Department, Faculty and University.
- ▶ Undertake other administrative tasks, as appropriate to the level of appointment.
- ▶ Adhere to 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

The Department has 53 academic staff and 30 PhD students, all supported by 5.6 full-time equivalent professional staff members. Currently the department has over 14,300 enrolments in 119 subjects.

The Department also incorporates the International Centre for Research on Organizational Discourse, Strategy & Change (ICRODSC), the Melbourne International Business Research Unit (MIBRU), the Melbourne Human Resource Management Unit (MHRMU) and the Social Investment Research Group (SIRG).

The Department places a high value on teaching quality. Its objective is to offer excellent teaching in both undergraduate and graduate programs. This is achieved by offering a set of subjects that meet the job ready requirements of employees, are up-to-date with developments in the disciplines of Management and Marketing, delivered using innovative methods of teaching.

The Department's main teaching activities focus is the Bachelor of Commerce degree, the graduate programs offered in the Melbourne Business School, and the Executive Education programs, administered by the Faculty.

The typical teaching load is 96 contact hours a year (e.g. three subjects), across two twelve week teaching semesters. Teaching assistants and tutors are appointed to assist with the large undergraduate classes.

The administrative unit is responsible for all operational aspects of the Department, including financial, human resources and student issues. Staff in this unit are responsible for providing advice and service to staff, students, other University Departments and external organisations.

Information about the Department is available at:  
<http://fbe.unimelb.edu.au/managementmarketing>

## 4.2 RESEARCH

The Department's research objective is to produce high-quality research, publishable in elite international journals. There is a strong emphasis within the Department on encouraging a positive research culture, promoting collaboration, and providing a supportive atmosphere. The Department is also interested in supporting the Faculty's strategy of having a strong research focus on Asia, already a feature of the work of a number of the Department's staff. The strength of the Department's research culture was recently indicated by the Australian Government's 2012 "Excellence in research for Australia" evaluation, where it received the highest possible ranking of 5 ("Well above world standard") for both "Business & Management" and "Marketing" (see [http://www.arc.gov.au/era/outcomes\\_2012/FoR/15](http://www.arc.gov.au/era/outcomes_2012/FoR/15)).

## 4.3 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. It has an outstanding reputation, locally and internationally, for the quality of its teaching and research. The Faculty has an active board of business leaders, government representatives and community leader, who contribute to the implementation of its 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, including:

- 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

## Programs

There are around 7,500 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 PhD.

## Graduates

Since the Faculty was established, it has produced over 48,000 graduates. Many of its alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at <http://fbe.unimelb.edu.au/>.

## 4.4 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>.

## 4.5 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*.

#### 4.6 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.

#### 4.7 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/unisec/governance.html>.

## ***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.