



POSITION DESCRIPTION

Department of Management and Marketing
Faculty of Business and Economics

Melbourne Early Career Academic Fellow (MECAF) in Management and/or Marketing

POSITION NO	0031931
CLASSIFICATION	Level A or Level B, commensurate with experience
SALARY	\$69,148 - \$93,830 p.a. (for Level A) or \$98,775 - \$117,290 p.a. (for Level B)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time (fixed-term) position, commencing July 2017, for a period of two years
BASIS OF EMPLOYMENT	Fixed-term contract type: Melbourne Early Career Academic Fellowship (MECAF)
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	Professor Prakash Singh Head of Department Tel +61 3 8344 8482 Email hod-mgmt-mktg@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 Management and Marketing has the vision of becoming the leading research hub in the Asia Pacific region, with a strong global research reputation.

Positions are available in the Department, under the Melbourne Early Career Academic Fellowship (MECAF), as defined in section 27 of *The University of Melbourne Enterprise Agreement 2013*. Those who have previously held permanent/continuing positions are ineligible to apply, as the MECAF aims to support the professional development of early career academics, towards establishing an academic career. The appointee is expected to have expertise in a relevant discipline area (Management or Marketing). The appointee will contribute to the development of curriculum, and teach and administer undergraduate and graduate subjects, in the Department.

The appointee will also engage in research in their disciplinary area, and seek to publish in leading international journals and other scholarly outlets. It is expected that the appointee will contribute to the collegial and intellectual life of the Department and their discipline.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Have submitted their PhD in the relevant discipline area by commencement of the appointment, or have no more than 3 years post PhD experience; (this period can be extended by an additional 2 years due to career interruption, e.g. illness, carer's leave, international postings, non-research employment, etc.)
- ▶ An ability to undertake research that has been or will be published in high quality research outlets
- ▶ A demonstrated strong pipeline of research and a program of future research
- ▶ A capacity to teach effectively at undergraduate and graduate levels in Management and/or Marketing
- ▶ An ability to deal efficiently with administrative tasks that are relevant to the position, and to interact positively with academic and administrative staff
- ▶ Excellent written and verbal communication skills
- ▶ Strong computer literacy including a proficiency in the Microsoft Office suite and a demonstrable familiarity with multimedia, including web-based applications, such as LMS

1.2 DESIRABLE

- ▶ An ability to be a productive member of research and/or teaching teams
- ▶ A capacity to collaborate with colleagues, in order to develop competitively funded research projects

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 RESEARCH

- ▶ To publish in premier and leading journals, as defined in the Department Journal List
- ▶ To present research at premier international conferences
- ▶ To collaborate with colleagues, in order to actively seek to secure external and internal research funding through competitive processes
- ▶ To support, and engage in, the research initiatives of the Department of Management and Marketing
- ▶ To actively review papers and manuscripts for scholarly conferences and high quality journals
- ▶ To engage with industry and the media
- ▶ To supervise or assist with the examination of HDR student thesis

3.2 TEACHING

- ▶ To prepare, deliver and coordinate lectures, tutorials and seminars, as Subject Coordinator
- ▶ To consult with students
- ▶ To complete administrative tasks associated with the subjects taught, including management of tutors, marking and assessment tasks, etc.
- ▶ To review teaching and learning processes and outcomes. to ensure quality assurance
- ▶ To engage with external stakeholders, including industry and community

3.3 SERVICE TO THE DEPARTMENT

- ▶ To participate in Department and Faculty meetings and committee work, as required
- ▶ To undertake administrative duties as appropriate to the level of appointment, and as requested by the Head of Department
- ▶ To participate in functions promoting the Department, such as Open Day, graduation ceremonies, seminars and VCS student lectures
- ▶ To contribute to the collegial and intellectual life of the Department, Faculty and University

3.4 OCCUPATIONAL HEALTH AND SAFETY

- ▶ To adhere to 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 ORGANISATION UNIT

The Department of Management and Marketing 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 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>

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).

6.2 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 6,500 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 37,000 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/>.

6.3 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>.

6.4 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.

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/governance>.