

Position Description

Lecturer, Research Education and Development (Graduate Researchers)

Position No:	50039877
Organisation Unit:	Graduate Research School
Faculty:	ODVC(Research)
Campus/Location:	Melbourne (Bundoora)
Classification:	LEVEL B – Lecturer
Employment Type:	Continuing
Position Supervisor:	Manager, Research Education and Development Unit
Number:	50038778
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Research Services Division – <http://latrobe.edu.au/research>

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Position Context / Purpose

The La Trobe Graduate Research School (LTGRS) was launched in 2015 to work with colleges, the university library, the La Trobe international division, and other partners to develop:

1. A world-class graduate research experience.
2. A compelling narrative to attract the best higher degree research candidates.
3. Timely, tailored support for supervisors and a coordinated and university-wide administration around candidature by:
 - a. bringing together key administrative functions (at central and college levels),
 - b. creating uniform processes across the University,
 - c. coordinated candidate support and completions
 - d. providing a brokerage for all research-related service providers in the university.
4. Industry- and profession-tailored research coursework that meets the needs of emerging national and international markets.
5. Encouragement and support for candidates to gain higher degrees through publication wherever appropriate.
6. A special focus on international HDR candidates who have specific training needs and whose support requirements are different from those of coursework students.

Reporting to the Manager, Research Education and Development Team, this position is responsible for the provision of high quality and effective research education and development programs for HDR Scholars and academic staff across the University. This includes planning, organising, and delivery of strategic, University-wide programs that support the education and development of research students and staff and which contribute to the development of a modern, vibrant research culture at La Trobe.

A Level B academic is expected to develop curriculum, teach and undertake research or other scholarly work relevant to the development of their discipline or professional field.

To fulfil this role the incumbent will likely be a successful practitioner with developing reputation for their skills, knowledge and expertise; may have led project teams within their workplace or profession; involved in continuing education of self and others; contribute to profession in field at a local level, supervised students placement/practicum, or have demonstrated a capacity to engage or initiate change that benefits the profession.

Duties at this level include:

The occupant of this position must be able to:

- Design, coordinate and deliver strategic, university-wide and comprehensive research leadership and training and development programs to improve research training and development for staff and students. Specifically this position will have responsibility for Graduate Researcher Orientation and the 3 Minute Thesis competition and a range of other programs for Graduate Researchers.
- Develop, coordinate and deliver a range of development modules for HDR candidates and early career researchers in areas such as commercialisation and innovation, intellectual property, leadership and ethics, project management, university teaching, and media training.
- Develop and participate in specific initiatives and projects to embed research skills in curriculum, including the development of subject and course material (with appropriate advice and support from more senior staff) and promote and support excellence in curriculum design and development, teaching practice, and learning support for HDR student coursework.
- Prepare and deliver workshops and seminars which will address identified researcher skills and information needs.

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- Work with the Dean (Graduate Research School), Associate PVCs (Research), research leaders and RED team colleagues to strengthen the University's research culture and research leadership and management.
- Provide informed, scholarly, effective advice to the Dean (Graduate Research School) and other academic leaders on policies, strategies, and operational decisions related to the research education functions of the School.
- Liaise with the Dean GRS, manager of the RED team, Research Services Division, Library colleagues and Marketing and Engagement staff to support the marketing and communications objectives of the Graduate Research School, including the development of content for internal campaigns and the website.
- Contribute to RED Unit scholarly activities through the preparation of award submissions, grant applications, conference papers, academic program reviews and research publications.
- Represent the Graduate Research School at relevant meetings, committees and forums.
- Undertake a range of administrative functions connected with education and development activities of the Graduate Research School.

Key Selection Criteria

Essential

- Doctorate, preferably in a field related to the provision of research learning support; or a Master's degree and progress toward the doctorate; or an equivalent combination of education and experience.
- Demonstrated experience in designing, implementing, managing and evaluating a variety of research education and training and delivery modes – including face-to-face, blended and online teaching and learning.
- Demonstrated excellent written communication skills across a variety of genres.
- Demonstrated ability to coordinate and lead a university-wide program.
- Demonstrated high level interpersonal and communication skills including liaising effectively with a variety of constituencies.
- Proven skill at working effectively in teams with academic, technical, and administrative staff to achieve common goals.
- Demonstrated self-management and interpersonal skills in working both independently and collaboratively to high standards of performance.
- Demonstrated skill in using the range of information technologies and applications common to universities, including word processing, spreadsheets, databases and learning management systems.
- Demonstrated record of promoting equity and inclusiveness in the workplace.

Desirable

- Demonstrated experience in supporting research skills for HDR students.
- Demonstrated successful experience in delivery of staff training/professional development.
- Experience using social media in researcher development.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.