



POSITION DESCRIPTION

School of Mathematics & Statistics
Faculty of Science

ONLY INDIGENOUS AUSTRALIANS ARE ELIGIBLE TO APPLY AS THIS POSITION IS EXEMPT UNDER THE SPECIAL MEASURE PROVISION, SECTION 12 (1) OF THE EQUAL OPPORTUNITY ACT 2011 (VIC)

Principal Tutor – Foundational Mathematics

POSITION NO	0051508	
CLASSIFICATION	Level A	
SALARY	\$73,669 - \$99,964 p.a. pro rata for part-time (PhD entry level \$93,130)	
SUPERANNUATION	Employer contribution of 17%	
WORKING HOURS	Full-time (1.0 FTE) The Faculty of Science 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.	
BASIS OF EMPLOYMENT	Fixed-Term available until 31 December 2023	
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	Position enquiries: Professor Jan de Gier Head of School Tel. +61 3 8344 7887 Email jdgier@unimelb.edu.au	Indigenous Applicant Support: Siobhan Vivian Indigenous Development Partner Email s.vivian@unimelb.edu.au

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

The Principal Tutor will be responsible for delivering two foundational maths subjects for Indigenous students completing the Bachelor of Science Extended (BSci Ext) and the Bachelor of Arts Extended (BA Ext) programs.

The extended program is a degree for talented Aboriginal and Torres Strait Islander Australians students at The University of Melbourne that support their transition to University through the provision of an additional study year. The four-year course offers access to the full range of subject choices and opportunities within the Bachelor of Science, plus built-in support and academic skills development to ensure student success.

The foundational maths subjects provide BA (Ext) and BSc (Ext) students with a foundation in mathematics that prepares them for the Bachelor of Science and a pathway into the Bachelor of Commerce. The content consists of traditional VCE mathematical topics, with a particular emphasis on those topics needed for subsequent studies in the Bachelor of Commerce degrees.

The incumbent will be responsible for delivery of face-to-face and online teaching, using approaches to teaching and assessment that are underpinned by rigorous, evidence-based research into the method and practice of teaching. Duties include class preparation, the delivery of lectures, tutorials, practicals, workshops, assessment, subject / course coordination and student consultation.

The successful applicant will be a committed and engaging educator, with the ability to teach at the Undergraduate level with an appreciation of mathematics and statistics. The incumbent will receive ongoing mentoring in all aspects of an academic career.

1. Key Responsibilities

1.1 TEACHING AND LEARNING

- ▶ Deliver lectures, tutorials and consultation hours
- ▶ Support the BSci Ext Coordinators to develop curricula, course material and teaching practices that inspire and enable Indigenous students
- ▶ Contribute to the development, marking and compilation of assessments, including assignments and examinations
- ▶ Implement current best practice in approaches to teaching and assessment and, be responsive to evidence-based research and feedback on these practices
- ▶ Contribute to teaching innovation in the School

1.2 LEADERSHIP AND SERVICE

- ▶ Contribute to a range of administrative functions, including those connected with teaching responsibilities and the conduct of the academic affairs of the School
- ▶ Participate in School meetings, seminars and student activities such as Open Day
- ▶ Contribute to School and/or Faculty committees as determined by the Head of School
- ▶ Participate in the University Professional Development Framework
- ▶ Comply with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary degree (Honours level) in Science or Commerce with Mathematics and/or Statistics subjects completed at the tertiary level. Preference will be provided to students who majored in Mathematics and Statistics.

(The Faculty are also interested in speaking with any candidates who have an interest in enrolling in a Masters or PhD program, and would be able to support candidates in managing their study alongside this role which would include a reduction in FTE while completing their Postgraduate studies)

- ▶ Excellent verbal and written communication skills in English, including the capacity to explain material plainly and helpfully
- ▶ Evidence of contributions in lecturing and tutoring; and a commitment to teaching and contributing to undergraduate teaching programs
- ▶ Ability to improvise and adapt to new demands, including exploring and implementing different teaching methods
- ▶ Excellent organisational skills, including the capacity to plan your own time, organise practical work and to coordinate activities of all teaching staff
- ▶ A demonstrated ability to show initiative in both independent and team-based decision making

2.2 DESIRABLE

- ▶ Demonstrated ability in curriculum development in undergraduate and/or graduate subjects and courses
- ▶ Proven proficiency in the use of university Learning Management Systems

2.3 OTHER JOB-RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

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 strive 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 SCHOOL OF MATHEMATICS AND STATISTICS

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

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of subjects to undergraduate and postgraduate students and is involved in aspects of community life that impact on the interests of the School and the discipline.

The School of Mathematics and Statistics has a total of 70 continuing teaching and/or research staff; 34 research only staff and consultants; 16 academic specialists and 16 support staff. The School has over 240 casual and honorary staff. In 2020, there were 90 Research Higher Degree and 278 Coursework Master of Science students. Five members of the School staff and one Emeritus Professor are members of the Academy of Science.

Infrastructure support for research and basic information technology facilities are provided to all members of the department. Special facilities such as high-end workstations and salaries for research fellows are supported through individual competitive external

research grants. Members of the School have had considerable success at attracting support from the Australian Research Council. The school currently hosts two ARC Centres of Excellence, and has hosted four ARC Laureate Fellows, ten ARC Future Fellows and fourteen DECRA Fellows.

It is one of the objectives of the University to develop and maintain a strong international profile. In this context, members of the School have strong collaborative links with colleagues in the United States of America, most countries in Europe and the Asia-Pacific region.

5.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at the University of Melbourne is among the most highly ranked Faculties of Science in Australia*. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 53,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and home to numerous Centres.

Science manages more than \$315 million of income per annum, with a staff base in the order of 290 professional staff, and more than 630 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,700 undergraduate and 2,400 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$80 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

**Based on 2018-19 subject rankings by QS and Time Higher Education*

5.3 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>.

5.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.5 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>