



POSITION DESCRIPTION

School of Historical and Philosophical Studies
Faculty of Arts

Associate Lecturer – Grimwade Centre

POSITION NO	0046148
CLASSIFICATION	Level A
SALARY	\$69,148 - \$93,830 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Robyn Sloggett Tel +61 3 8344 6455 Email rjslog@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 successful applicant will become part of the academic team within the Grimwade Centre for Cultural Materials Conservation, the School of Historical and Philosophical Studies, in the University of Melbourne's Faculty of Arts. They will contribute to teaching by delivering conservation teaching programs focusing, in the first two years, on the treatment-focused subjects delivered as part of the Centre's Masters by Coursework in Cultural Materials Conservation, and to the Specialist Certificate professional programs.

With well-demonstrated expertise in research, they will deliver strong and effective outcomes in their areas of research focus. These outcomes will include publication and nationally-competitive grant applications. The applicant will contribute to research training through supervision of RHD candidates and Masters' Minor Thesis students in the Grimwade Centre.

As the opportunity arises, and within their area of expertise, they will be mentored to undertake and provide consultancy advice to clients of the Centre's Conservation Consultancy Services, to contribute to the philanthropic partnerships that the Centre builds and nurtures, and to build opportunities for HERD category 2 and 3 income. The Associate Lecturer will receive ongoing mentoring in all aspects of an academic career.

1. Key Responsibilities

A Level A academic will work with the support and guidance from more senior academic staff to develop their expertise in teaching, scholarship and/or research with an increasing degree of autonomy and, for more complex tasks, may work with limited supervision and/or as part of a team. Specific duties include:

1.1 TEACHING AND LEARNING

- ▶ Work as a member of the team of academics to deliver the Centre's teaching programs;
- ▶ Make personal and innovative contributions to teaching and learning by conducting tutorials, classes, practical demonstrations within the Masters by Coursework, Specialists Certificates;
- ▶ Maintain currency with the latest ideas in the discipline to enable effective teaching;
- ▶ Lead and contribute to the development of innovative programs delivered, or for delivery, by the Centre;
- ▶ As a particular focus, bring to the position a knowledge of the broad interdisciplinary nature of conservation, of conservation treatment, and of conservation decision-making in conservation practice;
- ▶ Contribute to, and support, the Centre's Indigenous teaching programs and partnerships;
- ▶ Understand and deliver clear ethical and theoretical frameworks in conservation teaching;
- ▶ Perform administrative functions required in their academic role.

1.2 RESEARCH AND RESEARCH TRAINING

- ▶ Demonstrate effective research ability and ability to articulate research interests and contribution in line with the research themes of the Centre;
- ▶ Demonstrate the ability to develop research projects, deliver against research objectives and milestones and report effectively against these;

- ▶ Undertake research leading to the publication arising from scholarship or research in peer-reviewed journals, articles and oral and written presentations to industry and the public;
- ▶ Assist with the identification, initiation and preparation of funding applications for HERDC category 1 funded projects;
- ▶ Assist with the identification, initiation and preparation of funding applications for HERDC categories 2 and 3 projects; consultancies and fee for service research projects;
- ▶ Promote collaborations across institutions, internationally and nationally to further research in related disciplines;
- ▶ Within the scope of the level of appointment, supervise postgraduate coursework and research higher degree students and ensure completions in a timely manner;
- ▶ Contribution to the development of innovative research programs within the Centre by provision of constructive comment and support in the design, conduct and analysis of research programs and projects as relevant;
- ▶ Attendance and participation in events that showcase research, including internal and external seminars/lectures on topic areas relevant to the area/s of research interest and expertise;
- ▶ Contribute to, and support, the Centre's Indigenous research programs and partnerships;
- ▶ Demonstrate an understanding of clear ethical and theoretical frameworks in conservation research.

1.3 LEADERSHIP AND SERVICE

- ▶ Support the Centre's engagement programs and philanthropic partnerships through public programs, and consultancy work as appropriate to their expertise and academic role;
- ▶ Contribute to the School through committee membership, supporting public programs, and other contributions relevant to their academic role;
- ▶ Undertake administration relevant to the role and consistent with the University of Melbourne Operating Model;
- ▶ Collaborate and communicate effectively with colleagues;
- ▶ Collaborate with relevant stakeholders, and professional and industry bodies, to identify strategic opportunities for the Centre;
- ▶ Participation in the communication and dissemination of information relating to the discipline;
- ▶ Work closely and collaboratively with the Faculty/Schools;
- ▶ Collaborate with relevant stakeholders, and professional and industry bodies, to identify strategic opportunities for the Centre;
- ▶ Work closely and collaboratively with the Faculty/School;
- ▶ Foster a harmonious workplace environment that is conducive to productive research, teaching and engagement programs and that promotes creativity and rewards and recognises individual and group achievement;
- ▶ Actively participate in professional activities including consulting, workshops and executive education courses for external participants;
- ▶ Be a member of the Australian Institute for Cultural Materials Conservation;
- ▶ Support the University's Equity and Diversity Strategy;
- ▶ Support the University's RAP 3.

1.4 OH&S

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A PhD or substantial progress to completion of a PhD in a field of conservation that demonstrates the capacity to deliver innovative, high quality, engaged research;
- ▶ Demonstrated capability to undertake research under limited supervision, delivering against research objectives evidenced by a record of peer-reviewed publications, journal articles or detailed reports, as well as oral and written presentations to industry and the public;
- ▶ Knowledge of and experience in the Australian conservation industry including reporting, documentation ethical and theoretical frameworks;
- ▶ A demonstrated record or willingness to provide consultancy and advisory services to industry partners and the private market, and demonstrated investigative and problem-solving skills;
- ▶ Commitment to excellence in, and demonstrated capacity to deliver effective teaching to students;
- ▶ Excellent written and verbal communication skills and high level interpersonal skills, demonstrated by the ability to liaise effectively and relate well to a wide range of people in various situation and work successfully in teams;
- ▶ Demonstrated capacity to provide academic mentoring and consultation to students;
- ▶ Demonstrated capacity to assist or attract external funding to support teaching and/or scholarly activities.

2.2 DESIRABLE

- ▶ Experience in managing students with postgraduate coursework programs;
- ▶ Experience in establishing sound project management for research and industry-focused programs.

3. Special Requirements

- ▶ The successful applicant will be prepared to contribute to teaching programs that are held in other states and/or overseas.

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 strive 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/people/community/responsibilities-of-personnel>

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

<https://arts.unimelb.edu.au/shaps>

The School of Historical and Philosophical Studies (SHAPS), which is a part of the Faculty of Arts, was formed in 2011 comprising the programs of History, History and Philosophy of Science, Philosophy, Classics and Archaeology, The Grimwade Centre for Cultural Materials Conservation, and The Program in Jewish Culture & Society, SHAPS teaches a wide range of subjects across these disciplines and has a large Honours and Postgraduate cohort, and also receives a high level of nationally competitive research grants.

6.2 BUDGET DIVISION

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

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, the Faculty of Arts is one of Australia's oldest and largest faculties with approximately 400 staff and 8000 students engaged in over 900 subjects in more than 40 areas of study. As Australia's premier Arts faculty, it aims to provide an exciting, high-

quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see www.arts.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>.