

## POSITION DESCRIPTION

# Tutor, Atlantic Fellows for Social Equity

**POSITION NO**

**CLASSIFICATION** Casual employment for Semester 1 2022

**WORKFOCUS CATERGORY** Teaching and Research

**BASE SALARY** Relevant Casual rates

**SUPERANNUATION** Employer contribution of 10%

**OTHER BENEFITS** <https://about.unimelb.edu.au/careers/staff-benefits>

**HOW TO APPLY** Please send your CV to [david.pollock@unimelb.edu.au](mailto:david.pollock@unimelb.edu.au)

**CONTACT  
FOR ENQUIRIES** Dr David Pollock  
Email: [david.pollock@unimelb.edu.au](mailto:david.pollock@unimelb.edu.au)

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](https://about.unimelb.edu.au/careers)

## ***Position Summary***

The [Atlantic Fellows for Social Equity \(AFSE\)](#) is an Indigenous-led leadership development program that aims to drive greater equity for Indigenous communities globally, with the ultimate goal to create fairer and more inclusive societies.

Hosted by the University of Melbourne, the AFSE Fellowship experience comprises a year-long module-based program, followed by participation as a Senior Fellow in the AFSE lifelong learning community. This forms part of a global network of Atlantic Fellows, with opportunities for further collaboration and engagement facilitated by the [Atlantic Institute](#).

Through practice-based and research-informed learning, the Program builds powerful understandings and strategies for high impact social change, guided by engagement with Indigenous ways of knowing, doing and being. AFSE is a non-academic department of the University, reporting to the Chancellery Division and delivering educational award programs through the Melbourne Graduate School of Education.

As a tutor in the AFSE program you will provide one on one support to Fellows (as described below) and be an important part of our decolonial and evidence-based approach to effective teaching and learning that privileges Indigenous knowledges and methodologies.

Within the scope of the role there will be flexibility to determine hours of availability and number of hours worked over a period. Remote working is also a possibility.

### ***1. Key Responsibilities***

- ▶ Identify key areas of a Fellow's academic support needs.
- ▶ Provide comprehensive and expert advice to fellows on the subject and/or course requirements of the subject/s they are receiving tuition in.
- ▶ Introduce fellows to the underlying principles of those subjects and discipline/s.
- ▶ Support fellows to develop skills in reading and writing for academic (subject and discipline specific) purposes at the required level.
- ▶ Assist fellows to develop effective independent study skills.
- ▶ Be well-informed of the other support services available to fellows and make referrals where appropriate.
- ▶ Attend tutor onboarding meeting and attend 1-2 tutor meetings per module/assessment period

### ***2. Selection Criteria***

- ▶ Postgraduate qualification, with demonstrated high-level academic achievement.
- ▶ Experience teaching, tutoring or mentoring students at a tertiary level, experience teaching at the University of Melbourne will be highly regarded.
- ▶ Highly developed organisational, interpersonal and communication skills.
- ▶ A demonstrated understanding or ability to rapidly acquire an understanding of Indigenous issues in higher education.
- ▶ Previous experience working with Aboriginal, Torres Strait Islander or Māori people in an education environment.

- Familiarity with empirical research, Indigenous ethics and methodologies will be highly regarded.

### ***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:

<https://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.

### ***5. Other Information***

#### **ATLANTIC FELLOWS FOR SOCIAL EQUITY**

The Atlantic Fellows for Social Equity is an Indigenous-led lifelong, collaborative fellowship program and platform for driving systemic change.

Established at the University of Melbourne in 2017 and funded by The Atlantic Philanthropies in 2016, it is one of seven global, interconnected Atlantic Fellows programs. The program includes partner organisations and governments to support the work of a global network of thousands of Atlantic Fellows over the next two decades, and beyond. The AFSE year-long fellowship program comprises five intensive residential modules, preceded by orientation and induction modules, and a social change

project led by Fellows. The program meets the requirements for concurrent enrolment in a graduate qualification in Social Change Leadership, awarded through the Melbourne Graduate School of Education.

Administratively, AFSE is a Department of the University, reporting through the Deputy Vice-Chancellor (Research) to the Vice Chancellor, who in turn is accountable to the University's Council. AFSE's Advisory Board plays a critical role in overseeing AFSE's strategic direction, remains Indigenous-led and maintains strong and effective relationships with Indigenous communities and the University. <https://socialequity.atlanticfellows.org/about-us>

## BUDGET DIVISION

The AFSE Department is part of the Chancellery (Research and Enterprise) Portfolio within the Chancellery Division. Led by the Deputy Vice-Chancellor (Research), Chancellery Research & Enterprise develops and oversees the research agenda at the University and works across a number of areas including:

- Research and graduate research strategy.
- Research partnerships and collaborations, including industry, government, and research organisations/institutes
- Cross-faculty, whole-of-University and interdisciplinary research initiatives
- Research infrastructure, including cross-faculty, whole of University and precinct infrastructure initiatives
- Research performance and impact, including research metrics, research rankings and government-sponsored assessments, e.g. Excellence in Research for Australia (ERA).
- Research systems strategy (how our enterprise systems support the business of research).
- Research ethics and integrity, including consideration of research misconduct. Enterprise, industry engagement and innovation.
- Research capability – including graduate research.
- The Atlantic Fellows for Social Equity Program

## 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 located on Wurundjeri land and 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. The Yolngu philosophy of *bali Lili* informs the University's engagement with Aboriginal and Torres Strait Islander peoples and, in particular, our current Indigenous strategic priorities:

- Relationships and collaborations with the Traditional Owners of the Melbourne area
- Indigenous students and staff

- Indigenous Knowledge Institute
- Yothu Yindi Foundation partnership
- Goulburn Valley partnership
- Cultural Collections

Further Indigenous strategy highlights can be found here:

[https://about.unimelb.edu.au/\\_\\_data/assets/pdf\\_file/0026/127268/RFQ02259-ER-ReconciliationHighlights\\_A4\\_v12.pdf](https://about.unimelb.edu.au/__data/assets/pdf_file/0026/127268/RFQ02259-ER-ReconciliationHighlights_A4_v12.pdf)

The University is committed to indigenous scholarship, growing the number of indigenous students at the University, understanding and defining indigenous knowledge and promoting indigenous reconciliation. The University will achieve this through initiatives such as Murrup Barak (Melbourne Institute for Indigenous Development); Atlantic Fellows for Social Equity; Poche Centre for Indigenous Health; and the Wilin Centre for Indigenous Arts and Cultural Development. The University of Melbourne is one of only 25 organisations nation-wide with an 'Elevate' Reconciliation Plan ([https://about.unimelb.edu.au/\\_\\_data/assets/pdf\\_file/0026/69308/Unimelb-Reconciliation-Action-Plan.pdf](https://about.unimelb.edu.au/__data/assets/pdf_file/0026/69308/Unimelb-Reconciliation-Action-Plan.pdf))

Further information about working at The University of Melbourne is available at

<http://about.unimelb.edu.au/careers>

## UNIVERSITY STRATEGIC DIRECTION: 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.

## 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 <https://about.unimelb.edu.au/strategy/governance>