

Rewarding careers at Melbourne

Candidate Information Pack



Associate Dean Indigenous, Faculty of Science



THE UNIVERSITY OF
MELBOURNE

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi-wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses) and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.



Message from Dean of the Faculty of Science

Wominjeka. Welcome to the Faculty of Science.

Our faculty is a diverse and welcoming community of scholars, professional staff, and students, as well as donors, alumni, and collaborators. Our purpose is to benefit society through outstanding education, research and engagement.

At the Faculty of Science, we are privileged to work with world-leading academics and emerging leaders spanning a wide breadth of disciplines. Equally, we are home to outstanding educators and remarkable students. As you learn about our faculty, I hope you will be inspired to join us.

The Faculty of Science is headquartered in the heart of one of the world's most liveable cities. We have six campuses, including beautiful Parkville, which is in one of the most intensive research precincts in the world. Our other campuses are Burnley, which studies plant sciences, Werribee, which houses our veterinary school, Creswick, home to our bushfire and forest research, and Dookie, for our applied agriculture program. Our research infrastructure is excellent, and our ambitions are large.

To support our goals, the University and faculty are growing, including investments in our outstanding academics and in state-of-the-art research and education buildings.

The University of Melbourne is Australia's Number 1 ranked university. The Faculty of Science is a key contributor to this ranking. We tackle the biggest scientific challenges and the most complex questions. We are passionate about making a positive impact in the world, including training future leaders. We are committed to mentoring and nurturing our academic staff at all stages of their careers, and providing a workplace culture that supports work/life balance and flexibility.

We strive for excellence - whether it be pure discovery, translational research with key partners, or multi-disciplinary research. Our work spans sub-microscopic worlds to the outer reaches of the universe. We strive for health and justice for our planet, people and animals, and use both blue sky research and applied research across a vast range of topics.

A key part of this, and our future ambitions, is the recognition and integration of Indigenous knowledges. Huge opportunities exist in this area within every one of our schools and institutes.

We recognise that excellence comes in many forms, spanning ways of thought, cultural and ethnic backgrounds, gender, and other factors. We strongly encourage members of under-represented groups to apply for this role. Applications will be assessed in the context of 'relative to opportunity' factors.

If our vision excites you, and you see yourself growing your scientific impact with us, we would love to hear from you.

Regards

Moira O'Bryan
Dean, Faculty of Science



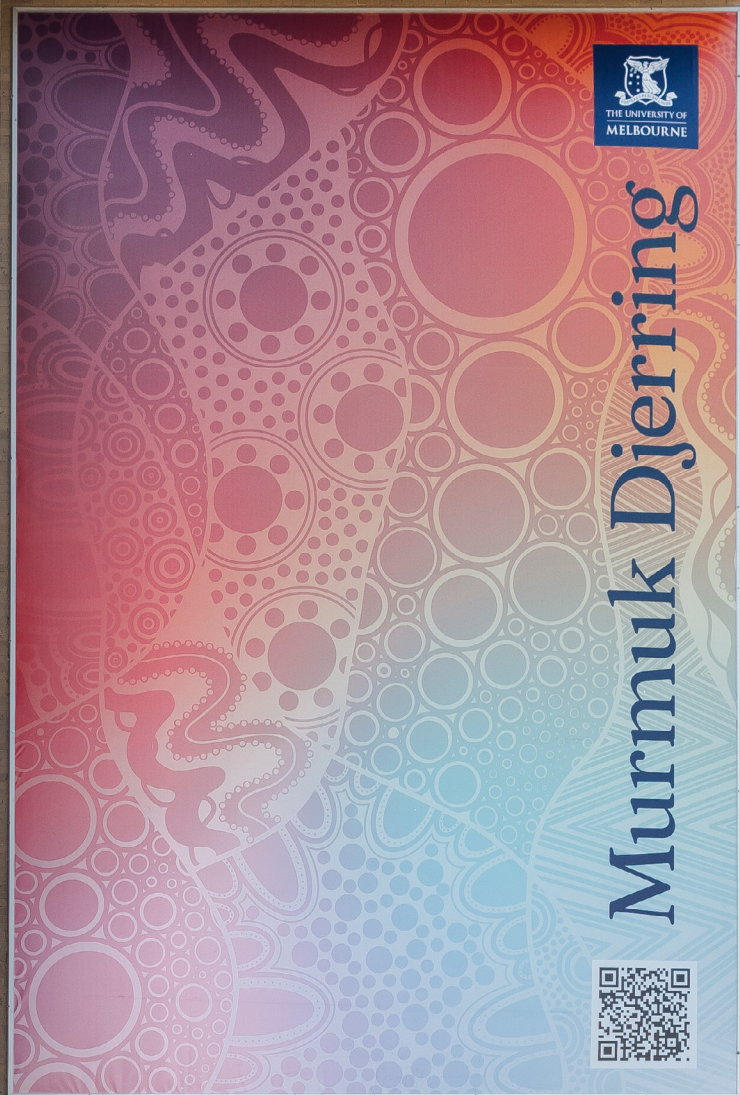
“We create opportunities for you to advance knowledge and make a difference to the world. We will support you to build your career with us while giving you balance to enjoy the things that nourish you personally. You’ll find a welcoming, supportive team here and a place where you can stay and grow.”



We aim to increase the visibility of Indigenous research, staff, and students, through contributions to Indigenous knowledges and collaborations with Indigenous communities, contributing to projects of importance to their lives and aspirations.

Joining the academic circle at the University of Melbourne offers opportunities to engage in research, teaching, and scholarly endeavours that contribute to advancing knowledge and shaping the world's future. It's a chance to collaborate with diverse minds, contribute to innovative research, and be a part of a community committed to making a positive difference.

THE UNIVERSITY OF MELBOURNE



Faculty of Science

A truly comprehensive Faculty of Science, we enjoy state-of-the-art facilities and more than 160 years' experience in discovery and innovation. We are the highest ranked university in Australia and a leading science faculty.

The faculty comprises seven Schools: Agriculture, Food & Ecosystem Sciences; BioSciences; Chemistry; Geography, Earth & Atmospheric Sciences; Mathematics & Statistics; Physics; and Veterinary Science.

Our strength is our depth and breadth of expertise. We are Australia's most comprehensive science faculty, with 900 academics covering 43 research disciplines and teaching 50 courses. We are guided by our values of integrity, collaboration, innovation, professionalism and inclusion.

The faculty is dedicated to delivering transformative educational outcomes and offers a range of undergraduate, honours, graduate and research degrees, enrolling more than 15,000 undergraduate and graduate students and more than 850 PhD candidates.

We work across metropolitan and regional campuses, providing diverse perspectives and opportunities that benefit our teaching and research.

Parkville Campus is the faculty's 'mothership', providing expertise across all our scientific disciplines with world-leading research, facilities, services, and technology platforms.

Burnley Campus, in the heritage-listed Burnley Gardens on the Yarra River, focuses on plant sciences, green infrastructure, sustainability and climate change.

Creswick Campus is a centre for bushfire and forest research and is equipped with analytical and conservation laboratories.

Dookie Campus is a 2,440 hectare property where researchers can engage with the agricultural industry, test innovations, and develop solutions in plant and animal health, farming, food, and agribusiness.

Werribee Campus is our home for veterinary sciences, One Health and conservation biology, and the Melbourne Veterinary School, the only training centre for veterinarians in Victoria.

The faculty is also custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute, the Indigenous Knowledge Institute, the Melbourne Energy Institute, the Oceania Institute, the Melbourne Biodiversity Institute, the Stawell Underground Physics Laboratory for dark matter, and is home to numerous Centres.



The position

The Associate Dean Indigenous is a visionary academic responsible for leading, formulating, managing, and delivering the Faculty of Science's Indigenous Strategy, which will shape the Faculty of Science's approach to reconciliation. The position requires highly developed skills in communication, negotiation, and project management, along with the foresight and ambition to collaborate and drive the implementation and execution of the Indigenous Strategy.

The Associate Dean leads the Indigenous Strategic Plan focused on five themes: Place (Country, Infrastructure), People (Staff and Students), Community (External stakeholders, Indigenous communities, Indigenous partners, alumni), Knowledge (Knowledge production from research and other pursuits) and Pedagogy (Our curriculum and its delivery). The Faculty of Science works and learns at the Parkville, Werribee, Burnley, Creswick, and Dookie campuses – the lands of the Wurundjeri Woi-wurrung and Bunurong peoples, the Yorta Yorta Nation and the Dja Dja Wurrung people. The successful candidate will be appointed to a full-time continuing Level D or E academic position, with the Associate Dean Indigenous making up 0.5 FTE for an initial appointment period of 2 years.

They will work in partnership with the Office of the Dean, Assistant Dean Indigenous, Indigenous Development Manager and the Indigenous Outreach Coordinator on implementing, circulating, and advising staff and students on the Faculty of Science Indigenous strategic objectives. A core responsibility of the Associate Dean Indigenous is bringing people on board as advocates for the Indigenous Strategy.

As a member of the Faculty Executive, the Associate Dean Indigenous will be involved in setting the overall strategic direction and performance objectives of the Faculty, including implementation of the University's Advancing Melbourne and Murmuk Djerring strategies.

The Associate Dean Indigenous will be responsible for overseeing the review of existing Indigenous programs, and overseeing the development of new programs to meet the aims set out in Murmuk Djerring and the Faculty Indigenous Strategy.

The Associate Dean Indigenous reports to the Dean of the Faculty of Science.



Job description:

Key duties and responsibilities

Role

Associate Dean Indigenous
Level D – Associate Professor
or
Level E - Professor

The Associate Dean Indigenous provides academic leadership of Faculty's Indigenous Development & Engagement portfolio. The Associate Dean leads the Indigenous Strategic Plan focused on five themes: Place (Country, Infrastructure), People (Staff and Students), Community (External stakeholders, Indigenous communities, Indigenous partners, alumni), Knowledge (Knowledge production from research and other pursuits) and Pedagogy (Our curriculum and its delivery).

Upon completion of the appointment to the Associate Dean Indigenous position, the successful candidate will convert to their substantive Associate Professor (education and research).

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).

Location

The position may be based at any of our campuses at Parkville, Burnley, Creswick, Dookie or Werribee.

Salary

Level D - \$175,858 - \$193,740
or
Level E - \$226,517
Associate Dean Indigenous loading - \$40,000
Plus 17% superannuation

Length of employment:

Continuing - Full-time (1.0 FTE Substantive; 3-year fixed term appointment of 0.5 FTE to the Associate Dean Indigenous position)

The University of Melbourne 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.

Key Responsibilities

- As with all positions, career achievements will be interpreted relative to opportunity, including career disruptions due to caring responsibilities, time in industry, illness etc.
- Appointees are expected to contribute significantly towards research, scholarship, teaching, and leadership and will make independent and original contributions in their discipline or across disciplines that are recognised as distinguished internationally and have a significant impact on their field of expertise.

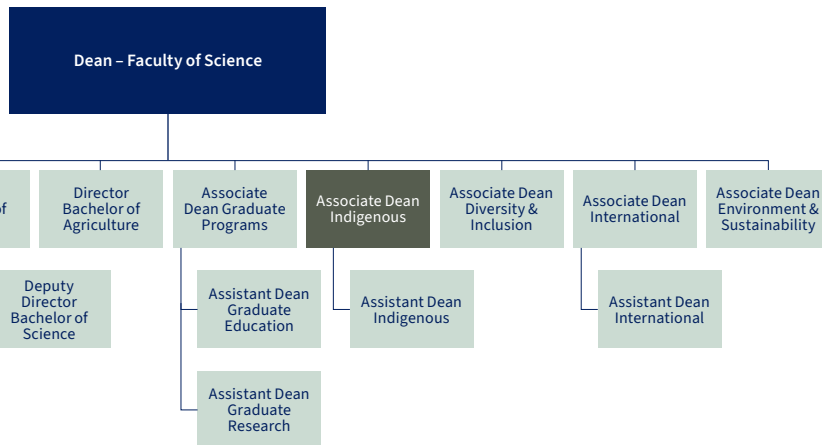
Responsibilities as Associate Dean Indigenous

The appointee will be expected to:

- Apply foresight, vision and ambition to formulate, drive and oversee the implementation and delivery of the Faculty's Indigenous Strategy, which shapes the Faculty of Science's approach to reconciliation;
- Lead the Indigenous Strategic Plan across all campuses, focused on five themes: Place (Country, Infrastructure), People (Staff and Students), Community (External stakeholders, Indigenous communities, Indigenous partners, alumni), Knowledge (Knowledge production from research and other pursuits) and Pedagogy (Our curriculum and its delivery);

- Apply highly developed skills in communication, negotiation, and project management;
- Work in partnership with the Office of the Dean, Assistant Dean Indigenous, Indigenous Development Manager and the Indigenous Outreach Coordinator;
- Collaborate, inspire and exert influence at the highest levels of the Faculty and with other University leaders;
- As a member of the Faculty Executive, contribute to setting the overall strategic direction and performance objectives of the Faculty, including implementation of the University's Advancing Melbourne and Murrumbidgee strategies; and
- Review existing Indigenous programs and develop new programs while working within an allocated budget that strive to increase Indigenous participation in Science at the University of Melbourne, and that seek to benefit Aboriginal and Torres Strait Islander communities (for example, through knowledge co-construction, capacity building and education opportunities).

Faculty of Science



Responsibilities in Teaching and Learning

The appointee will be expected to:

- Actively participate in their School's undergraduate and graduate teaching program in the appropriate area(s) including subject design; preparation and delivery of lectures, practicals, and tutorials; and coordination of subjects.
- Contribute to the ongoing development and review of the curriculum, and develop high quality, innovative subject material.
- Set, participate in, and mark student assessments.
- Teach subjects to a standard that delivers a high-quality learning experience.
- Provide academic mentoring and assistance to students.

Responsibilities in Research and Research Training

The appointee will be expected to:

- Make an outstanding contribution to the research and play a key role in fostering the research activities of others and in research training.
- Provide leadership in research and develop new research opportunities in one or more of the areas encompassed by the faculty.
- Develop research proposal submissions to external funding bodies to support substantial research programs and take responsibility for the oversight and management of research grants.
- Plan, organise and conduct research related to their discipline area.
- Develop, foster, and maintain collaborative links with other researchers in the field and complementary fields, both within the University and with other universities.
- Disseminate and communicate the results of their research through national and international conference presentations, peer-reviewed scientific publications, and other research outputs, as well as engaging with the general public about research findings at local, national and international levels.

- Supervise graduate students and other early career academics, and participate in planning, mentoring and support for them and their research projects.
- Provide a continuing high level of commitment to, and achievement in, their particular discipline area.

Responsibilities in Staff supervision

The appointee will be expected to:

- Undertake staff probationary and performance management processes, ensure regular conversations with staff, and provide positive and constructive feedback to enhance staff and team performance.
- Provide coaching, guidance and support for career planning, ensuring staff have access to appropriate professional development activities.
- Understand responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements.
- Allocate and monitor workload and address associated issues in a timely manner.
- Ensure new staff participate in the University's induction program and provide a localised work area orientation.

Other duties

The appointee will be expected to:

- Undertake administrative functions and obligations primarily connected with the staff member's area of employment.
- Perform other tasks as requested.
- Participate in the University Professional Development Framework.
- Work with professional staff counterparts.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

Special Requirements

- Hold a current and valid Working with Children Check.

Essential Selection Criteria

Associate Dean - Indigenous

- Experience in undergraduate teaching and learning.
- Ability to lead Indigenous engagement and development.
- Understanding of Aboriginal and Torres Strait Islander protocols and culture.
- Knowledge of the issues and barriers facing Aboriginal & Torres Strait Islander participation in higher education and the workforce and an understanding of the identification, design and delivery of opportunities for inclusion, strengthening pathways and improving workplace culture.
- Demonstrated ability to provide leadership to academic and professional staff in a complex environment.
- Excellent interpersonal skills and an ability to facilitate communication and demonstrated ability to influence and build consensus.
- A commitment to the promotion and implementation of policies that result in an inclusive and harmonious workforce, where diversity spans all genders, cultural and linguistic background, academic level, diversity of thought, and research discipline.
- Familiarity with the strategic direction of the University of Melbourne and the Faculty of Science.

Level D or E academic position

- A research doctorate or equivalent in a discipline relevant to the Faculty of Science.
- A record of a growing and sustained record of achievement which may include publications in high quality peer-reviewed journals, research funding, commercial or government funding, research student supervision and success, other non-traditional research outputs.
- Strong track record of collaboration with other researchers, Aboriginal and Torres Strait Islander communities, and relevant stakeholders.
- Demonstrated capacity to attract competitive funding to support their research activities, and to successfully manage those programs.
- Evidence of excellent mentorship and training, with a record of successful supervision of graduate students to completion, and an ability to foster academic achievement in others.
- Demonstrated ability to develop and deliver a highly effective contemporary education program at an undergraduate and/or graduate level.
- Demonstrated ability to lead diverse groups of people to achieve challenging goals.
- Evidence of the ability to work collaboratively across boundaries whether this be academic disciplines, or with the government, not-for-profit agencies, the public or industry.
- Evidence of the ability to make significant contributions to the development of highly inclusive, welcoming, and supportive academic environment.
- Excellent oral and written communication skills that enable effective engagement with peers, external stakeholders, and with the wider public.



Equal opportunity, diversity and inclusion

The University of Melbourne 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. This commitment is set out in the University's Diversity and Inclusion Strategy 2030 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 differences in 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.

This will help 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 the University's Advancing Melbourne strategy.

Excellence comes in many forms. Diversity of thought, perspective and disciplines is essential to deliver globally leading science. Our faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, education and serve diverse national and global communities.

We are committed to providing a supportive, inclusive, and equitable environment for all staff, students and visitors. That is why we are increasing the diversity of our researchers and leaders through proactive, inclusive, and equitable recruitment and career-long support.

An important element of our education and learning is to acknowledge Indigenous connections to Country. We are committed to empowering Indigenous communities and making the Faculty of Science a more inclusive place for Indigenous people through robust research partnerships and engagement with communities.



Occupational health and safety

All staff are required to take reasonable care of their own health and safety and that of other personnel who may be affected by their conduct.

The OHS (Occupational Health and Safety) responsibilities applicable to positions are published at: safety.unimelb.edu.au/health-and-safety-contacts/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply to managers, supervisors and other personnel.



Working at the University of Melbourne

Our University

The University of Melbourne is a friendly, diverse community of students, academics and staff. We are world-renowned for the excellence of our research and for the warmth of our community. Established in 1853, we are a global leader in higher education and bring together the world's best minds to solve globally significant problems.

Our vision is to equip our students with a distinctive, future-facing education personalised around their ambitions and needs, enriched by global perspectives and embedded in a richly collaborative research culture.

Information about our strategic direction, Advancing Melbourne 2020 – 2030, can be found at: about.unimelb.edu.au/strategy/advancing-melbourne.

Our city

Melbourne is the capital city of Victoria and is the second largest city in Australia with a population of more than 5 million people. The Economist Intelligence Unit has rated Melbourne one of the world's most liveable cities based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University's main Parkville campus is based, covers 37.7 km² and has a population of more than 159,000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is recognised as Australia's cultural capital with a number of world-class galleries and museums, internationally renowned food and wine regions, and an impressive year-round calendar of events catering for all tastes.



Our benefits are above and beyond

Annual leave

Staff receive four weeks of paid annual leave for every 12 months, and 15 days of cumulative personal / carers leave. This can accrue if unused.

Superannuation - you're right, it is 17% p.a.

UniSuper is the super fund of choice for most staff in higher education. Staff are invited to join UniSuper. We pay 17% per annum (the standard general super guarantee in Australia is 11.0% [rising to 11.5% as of July 2024]).

Salary packaging - we can help you reduce your taxable income

Staff benefits on offer at the University include the opportunity to salary package everything from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs and circumstances, including generous relocation support.

Other benefits

The University is a thriving community. There are many events and activities available to staff during the workday and after hours including free lectures, concerts and performances.

We have several car parks available for staff at reduced rates. You can elect to salary sacrifice or pay on a casual basis per day. If you ride, we have plenty of places for you to lock your bike safely under cover and showers are available.

The University has been recognised as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of Athena SWAN in Australia.

Parental and maternity leave

Having a child? (Including adoption)

We have some of the most generous entitlements in the country for new parents. Even if you've been with the University for less than 12 months, you'll get 52 weeks unpaid leave. Once you've been with us for longer than 12 months, you'll get 52 weeks of unpaid leave, 14 weeks of paid leave and a return-to-work bonus. We also have concurrent leave for partners.

Keeping fit

Staff are encouraged to utilise the facilities on campus. You can participate in a wide variety of fitness programs and activities offered through Melbourne University Sport. There are staff memberships discounts to the fabulous gym, fitness classes and indoor swimming pool.

Our people

The University is committed to providing an intellectually stimulating and personally rewarding workplace which attracts people who are the best in their professional, academic and teaching fields.

Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. We are proud of our many staff who have been recognised through prestigious national and international awards and through membership of Australia's learned academics.

How to apply

Please direct any enquiries and send your application directly to:
Dr Rohan Carr or Ms Emily Witts at The Insight Group at
applications@insightgroup.com.au or contact by
phone on +613 9654 3288.

Thank you
for your
consideration



THE UNIVERSITY OF
MELBOURNE

UniMelb on-demand



Get to know us better
in your own time