THE UNIVERSITY OF
MELBOURNE

School of Mathematics and Statistics
Faculty of Science

Tutor/Lecturer (Mathematics/Statistics Teaching and Learning)

POSITION NO	0041804
CLASSIFICATION	Level A or B
SALARY	Level A: $80,258 - $108,906 p.a.
	Level B: $114,645 - $136,136 p.a.
	Level of appointment is subject to qualifications and experience.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1.0 FTE)
	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 fully considered subject to meeting the inherent requirements of the position.
BASIS OF EMPLOYMENT	Fixed term (2 Years)
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
CONTACT FOR ENQUIRIES ONLY	Professor Howard Bondell Tel +61 3 8344 0169 Email: howard.bondell@unimelb.edu.au
	Please do not send your application to this contact

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

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, Fisherman's 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.

Position Summary

The School of Mathematics and Statistics seeks to appoint a Tutor or Lecturer in mathematics and/or statistics. Reporting to the Academic Manager (MSLC) the Tutor/Lecturer (Mathematics/Statistics Teaching and Learning) is a member of the Mathematics and Statistics Learning Centre (MSLC).

The MSLC fosters innovation in teaching and learning and provides academic and administrative support for teaching and for tutor training in the School of Mathematics and Statistics.

The Tutor/Lecturer (Mathematics/Statistics Teaching and Learning) will deliver small group classes in undergraduate mathematics and/or statistics; support the School's use of online assessment by administering relevant online systems, supporting and training staff to use the system, and overseeing the development of new online assessment resources; administer the School's teaching feedback survey; assist with recruitment, training and mentoring of new tutor staff; assist with the assessment of the mathematical qualifications of undergraduate students applying for course entry, subject entry and advanced standing; develop and/or update teaching materials for undergraduate mathematics and/or statistics; and provide academic and administrative support for undergraduate teaching as needed.

Depending on the candidate's background and previous experience, there may also be opportunities to deliver lectures at undergraduate level, co-ordinate undergraduate subjects, and contribute to education research/scholarship of teaching and learning.

The School of Mathematics and Statistics encourages applicants who identify as women, non-binary or gender diverse. Equally, we encourage applicants from diverse ethnic and cultural backgrounds and non-traditional education backgrounds. To allow us to consider performance relative to opportunity, we also invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.

1. Key Responsibilities

1.1 TEACHING AND LEARNING

The incumbent is expected to contribute to teaching in undergraduate mathematics or statistics subjects at first- and second-year levels. This entails:

- Delivering small group classes including workshops, tutorials and computer laboratory classes.

- Marking assessment such as assignments and exams.

- Advising students on academic and administrative matters pertaining to the subject and course.

- Developing or updating subject teaching material, such as tutorial activities, lecture notes, revision materials as appropriate.

- Providing academic and administrative support for undergraduate teaching as needed, such as coordinating the tutorial program for individual subjects or administering mid-semester tests.

- Appointees at level B would also be expected to deliver lectures in lower undergraduate mathematics and/or statistics and to co-ordinate large undergraduate subjects.

1.2 LEADERSHIP AND SERVICE

- Support the School's use of online assessment by administering relevant online systems, supporting and training staff to use the system, and overseeing the development of new online assessment resources.

- Administer the School's teaching feedback survey.

- Contribute to the MSLC's role in the assessment of the mathematical qualifications of undergraduate students applying for course entry, subject entry and advanced standing.

- Contribute to the recruitment, training and mentoring of new teaching staff.

- Actively participate at School and MSLC meetings and contribute to planning activities or committee work to support capacity building in the School and discipline.

- Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity.

- Appointees at level B would be expected to take a greater leadership role in some or all of the above activities.

1.3 SCHOLARSHIP AND RESEARCH

- Participate in professional activities, including attending and presenting at teaching and learning/education conferences and seminars.

1.4 OTHER

- Undertake other tasks as requested by the Academic Manager of the MSLC or the Head of School.

- Participate in the University Professional Development Framework.

- 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 PhD in mathematics, statistics, or another relevant discipline. Candidates with a Masters degree in mathematics, statistics or another relevant discipline and extensive teaching experience will also be considered for appointment at level A.

- Experience teaching small group classes such as tutorials, workshops or computer lab classes in university mathematics and/or statistics.

- Experience in developing or updating subject teaching material, such as tutorial activities and/or lecture notes.

- Experience using an online automated assessment system in mathematics or statistics (such as, but not limited to, WebWork, STACK or NUMBAS), including developing assessment questions in such systems.

- Strong digital literacy in educational technology relevant to teaching in mathematics and statistics, including strong computer programming skills.

- Demonstrated excellent organisational skills to meet deadlines and bring projects to a timely completion.

- Excellent teamwork and interpersonal skills.

- Excellent written and oral communication skills in English.

2.2 DESIRABLE

- Experience delivering lectures in mathematics and/or statistics at lower undergraduate level.

- Experience co-ordinating subjects at undergraduate level.

- Evidence of contributions to the scholarship of teaching and learning.

- An understanding of issues relevant to first-year University students, including the changing landscape of mathematics/statistics education post-pandemic and generative AI.

- An understanding of the University's degree programs and knowledge of the undergraduate Mathematics and Statistics program.

- Familiarity with the Australian secondary school mathematics and statistics curriculum.

2.3 OTHER JOB-RELATED INFORMATION

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

- This position will occasionally require to incumbent to work outside of normal working hours and on weekends.

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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*

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. 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 Australian Academy of Science. The school currently hosts two ARC

Centres of Excellence, and has hosted four ARC Laureate Fellows, ten ARC Future Fellows and fourteen DECRA Fellows.

5.2 FACULTY OF SCIENCE

http://www.science.unimelb.edu.au

Science at Melbourne is a global leader across discovery, fundamental and applied scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food, & Ecosystems Sciences; BioSciences; Chemistry; Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics; and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 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. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research and teaching, and to serve diverse national and global communities.

As a Science community we sit across six of the University's seven campuses – Parkville, Dookie, Burnley, Creswick, Shepparton and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

We are the highest ranked science faculty amongst all Australian universities, and are ranked amongst the top science faculties in the world. The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI), the Indigenous Knowledge Institute, the Melbourne Energy Institute, the Biodiversity Institute and home to numerous Centres.

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 https://about.unimelb.edu.au/strategy/governance