



## POSITION DESCRIPTION

Veterinary Biosciences, Melbourne Veterinary School  
Faculty of Science

### Tutor (Veterinary Biosciences)

POSITION NO	0058851
CLASSIFICATION	Level A
SALARY	\$75,289 - \$102,163 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-Term position available for 24 months

#### FLEXIBLE EMPLOYMENT

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.

OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Simon Bailey Tel +61 3 8344 6315 Email <a href="mailto:bais@unimelb.edu.au">bais@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## 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 Tutor (Veterinary Biosciences) will provide excellence in teaching and will contribute to the School's teaching in the Veterinary Biosciences. The position will draw upon clinical and basic scientific knowledge to deliver teaching to undergraduate and graduate students in the DVM program, particularly in the area of veterinary anatomy related to the domestic animals.

Reporting to a senior academic staff member within the Department of Veterinary Biosciences, the Tutor (Veterinary Biosciences) will work under the supervision of senior academics who will provide support and guidance, developing the ability to work both independently and as part of a team.

The Doctor of Veterinary Medicine (DVM) degree program at the University of Melbourne is an innovative and world-leading course that takes an integrative 'body systems' approach to teaching in the preclinical sciences. This incorporates many case studies and teaching across the traditional disciplines of anatomy, physiology, pharmacology and pathology, as well as many other areas of animal health. This position will deliver teaching to Doctor of Veterinary Medicine (DVM) students, mainly in practical classes in veterinary anatomy, but also may assist in case studies and workshops.

The Tutor (Veterinary Biosciences) will actively participate in provision of mentoring and teaching of DVM students. As a Tutor (Veterinary Biosciences), the incumbent will be required to develop teaching materials and contribute to the development of Veterinary Pre-Clinical Science teaching within the School.

As with all University staff, effective promotion of positive engagement in learning and career development of self and others, and actively promoting equity, diversity and cultural awareness consistent with University values is an expectation of this position.

The position will be primarily located at the Parkville campus of the University of Melbourne but will be expected to teach and to attend meetings, seminars and conferences at other campuses or facilities from time to time.

### 1. Key Responsibilities

The University of Melbourne sets Minimum Standards for Academic Levels (MSALs) expected from academic staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position, and level of achievement of the academic.

Below is the *standard* for Level A academic staff. The Key Responsibilities outlined are to be read in conjunction with this MSAL.

### *Level A – Tutor, Research Assistant, Research Fellow Grade 1*

A Level A Academic will work with the support and guidance from more senior Academics and will work under the supervision of an Academic at Level B and above.

The Level A Academic is expected to develop their expertise in teaching, scholarship and/or research with an increasing degree of autonomy and may work with limited supervision and/or as part of a team.

The Level A Academic will contribute to teaching at the University (at a level appropriate to their skills and experience) and/or undertake research and/or engage in professional activities appropriate to their profession or discipline. The Academic will undertake administration primarily relating to their activities with the Faculty.

## **1.1 TEACHING AND LEARNING**

- ▶ Contribute to teaching and learning in veterinary biosciences by assisting in practical classes, tutorials, case studies and laboratory-based workshops.
- ▶ Assist in the preparation of teaching materials and anatomy specimens and in the provision of teaching videos, photographs and online resources.
- ▶ Assist in the provision of mentoring to students as appropriate.
- ▶ Support teaching and learning activities resulting in original teaching and scholarly outputs and research related to teaching and learning outcomes.
- ▶ Assist in the delivery and marking of appropriate assessment tasks and undertake administrative functions including managing the Learning Management System (LMS) website for associated projects.
- ▶ Complete administration tasks associated with subjects taught including marking and assessment.
- ▶ Ensure consistent strong teaching evaluations and other evidence of positive student feedback and peer review.
- ▶ Participate in continuing education events including seminars and conferences as appropriate.
- ▶

## **1.2 RESEARCH AND RESEARCH TRAINING**

- ▶ This is an Academic Teaching Specialist position and there is no expectation to undertake research, however, the incumbent may elect to undertake research, in a relevant discipline.

## **1.3 LEADERSHIP AND SERVICE**

The appointee will be expected to:

- ▶ Contribute to a range of administrative functions, including those connected with their research activities, teaching responsibilities and the administration and governance of the School and / or Faculty of Science.
- ▶ Involvement in professional activity in the discipline and/or multiple disciplines.
- ▶ Actively contribute to School activities such as Open day to promote student engagement.
- ▶ Promote a diverse and inclusive workplace where all staff and students feel welcome and safe.

## 1.4 OTHER

The appointee will be expected to:

- ▶ Actively participate in the University Performance Development Framework.
- ▶ Ensure an up-to-date record of University compliance courses, such as, but not limited to, Appropriate Workplace Behaviour, PDF for Staff and Supervisors, OH &S training courses.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

## 2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

### 2.1 ESSENTIAL

- ▶ An awarded veterinary degree.
- ▶ Demonstrated ability to provide teaching or guidance to students, trainees and/or technicians, as appropriate to the discipline.
- ▶ Demonstrated capacity to work under supervision and as a member of the team to deliver high-quality teaching and/or scholarly outcomes.
- ▶ Excellent organisational and administrative abilities and strong interpersonal skills, including the ability to work with people from diverse backgrounds.
- ▶ Excellent written and oral communication skills in English, appropriate for scientific and lay audiences including the preparation of original oral and written presentations and/or publications.

### 2.2 DESIRABLE

- ▶ Evidence of capacity to develop innovative approaches to teaching in veterinary science.
- ▶ Developed cross-cultural sensitivity in teaching and learning.

### 2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ As the Faculty of Science is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- ▶ You will be required to have current vaccination status for Tetanus, Hepatitis A and B and Q fever.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check. This clearance can be arranged by the University of Melbourne prior to the successful applicant starting.

### ***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 service 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:

<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 FACULTY OF SCIENCE**

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

Science at Melbourne is a global leader across fundamental and impactful 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, Forest & 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, teaching and 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 highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is also currently growing its competitiveness and standing in the NHMRC space.

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 and home to numerous Centres.

## 5.2 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>

## 5.3 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.

#### 5.4 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>