



POSITION DESCRIPTION

School of BioSciences
Faculty of Science

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)

Associate Lecturer in Biosciences (2 positions available)

POSITION NO	0051300	
CLASSIFICATION	Tutor, Level A	
SALARY	\$73,669 - \$89,713 A1 to A.5 \$93,130 - \$99,964 A.6 to A.8 (PhD) (pro rata for part-time)	
SUPERANNUATION	Employer contribution of 17%	
WORKING HOURS	Full-time (1.0 FTE) The Faculty of Science 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.	
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 Staff' or 'Prospective Staff'), then find the position by title or number.	
CONTACT FOR ENQUIRIES ONLY	Position enquiries: Professor Ute Roessner Head of School Tel. +61 3 9035 3635 Email u.roessner@unimelb.edu.au	Indigenous Applicant Support: Siobhan Vivian Indigenous Development Partner Email s.vivian@unimelb.edu.au

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 Associate Lecturer will be responsible for delivery of face-to-face and online teaching of undergraduate and/or graduate subjects in the School of BioSciences, using approaches to teaching and assessment that are underpinned by rigorous, evidence-based research into the method and practice of teaching. Duties include class preparation, the delivery of lectures, tutorials, practicals, field trips and workshops, assessment, subject / course coordination and student consultation.

The appointee will be expected to provide guidance and share insights into the latest teaching techniques and knowledge with teaching colleagues in the School of BioSciences. The Associate Lecturer will contribute to the development of curriculum, new subject modules and subject material. The Associate Lecturer will contribute to teaching innovation in the School and may undertake research into pedagogy in biology education. The incumbent will receive ongoing mentoring in all aspects of an academic career.

The successful applicant will be a committed and engaging educator, with the ability to teach at the Undergraduate level with an appreciation of the disciplines subject matter.

1. Key Responsibilities

1.1 TEACHING AND LEARNING

- ▶ Deliver lectures, tutorials, practicals, field trips and workshops
- ▶ Contribute to the development of curriculum, new subject modules and subject / course material
- ▶ Contribute to the development, marking and compilation of assessments, including assignments and examinations
- ▶ Implement current best practice in approaches to teaching and assessment and, be responsive to evidence-based research and feedback on these practices
- ▶ Contribute to teaching innovation in the School

1.2 LEADERSHIP AND SERVICE

- ▶ Contribute to a range of administrative functions, including those connected with teaching responsibilities and the conduct of the academic affairs of the School.
- ▶ Participate in School meetings, seminars and student activities such as Open Day
- ▶ Contribute to School and/or Faculty committees as determined by the Head of School
- ▶ Participate in the University Professional Development Framework

- ▶ Comply with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4

1.3 RESEARCH AND RESEARCH TRAINING

- ▶ May contribute to research in biological science education
- ▶ May seek funding support for initiatives promoting innovation in biological science education
- ▶ May also undertake research student supervision in an area of biological sciences and/or education

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary degree (Honours level) in Biological Sciences or a related field
(The Faculty are also interested in speaking with any candidates who have an interest in enrolling in a Masters or PhD program, and would be able to support candidates in managing their study along side this role which would include a reduction in FTE while completing their Postgraduate studies)
- ▶ Sound knowledge in a field of biology that aligns with at least one of the School's two domains (Ecology & Evolutionary Biology and Molecular, Cellular & Developmental Biology)
- ▶ Excellent verbal and written communication skills in English, including the capacity to explain material plainly and helpfully
- ▶ Evidence of contributions in lecturing and tutoring; and a commitment to teaching and contributing to undergraduate and/or graduate teaching programs
- ▶ Ability to improvise and adapt to new demands, including exploring and implementing different teaching methods
- ▶ Excellent organisational skills, including the capacity to plan your own time, organise practical work and to coordinate activities of all teaching staff
- ▶ A demonstrated ability to show initiative in both independent and team-based decision making
- ▶ A demonstrated ability to interact productively with other academic staff and to contribute constructively to the activities and administration of the School, the Faculty and the University

2.2 DESIRABLE

- ▶ A teaching qualification
- ▶ Demonstrated ability in curriculum development in undergraduate and/or graduate subjects and courses
- ▶ Proven proficiency in the use of university Learning Management Systems

2.3 OTHER JOB-RELATED INFORMATION

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

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:

<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 SCHOOL OF BIOSCIENCES

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

The School of BioSciences was formed in 2015 through the amalgamation of the School of Botany and the Departments of Genetics and Zoology thus bringing together a critical mass of 160 Academic staff and 240 Research Higher Degree students undertaking world class teaching and research in the biological sciences. Academics within the School are aligned to 2 research domains - Ecology & Evolutionary Biology and Molecular, Cellular & Developmental Biology. Through cross-disciplinary collaborations within the School and with external partners the School is a major recipient of grant and contract funding.

The School is a major contributor to the Bachelor of Science, Bachelor of Biomedical Science and the highly successful on campus Master of Biotechnology program.

5.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at the University of Melbourne is among the most highly ranked Faculties of Science in Australia*. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 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, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 53,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and home to numerous Centres.

Science manages more than \$315 million of income per annum, with a staff base in the order of 290 professional staff, and more than 630 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,700 undergraduate and 2,400 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$80 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

**Based on 2018-19 subject rankings by QS and Time Higher Education*

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