



## POSITION DESCRIPTION

School of Social and Political Sciences  
Faculty of Arts

### Lecturer in Public Policy (MECAF)

POSITION NO	0046056
CLASSIFICATION	Level B
SALARY	\$98,775 - \$117,290 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term position available until 30 June 2021 Fixed-term contract type: Melbourne Early Career Academic
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 Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Karen Farquharson Tel +61 3 9035 6220 Email <a href="mailto:karen.farquharson@unimelb.edu.au">karen.farquharson@unimelb.edu.au</a>  OR  Professor Robyn Eckersley Tel +61 8344 3504 Email <a href="mailto:r.eckersley@unimelb.edu.au">r.eckersley@unimelb.edu.au</a>  <i>Please do not send your application to these contacts</i>

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

## ***Position Summary***

The School of Social and Political Sciences is at the forefront of teaching and research in the social sciences in Australia. The School has a team of dedicated academic and professional staff in the disciplines of Political Science, Criminology, Anthropology and Sociology as well as our allied research centres providing a dynamic and rewarding environment for staff and students. The Lecturer in Public Policy will join a collegial group of scholars in the Political Science discipline. This group brings together experts in Public Policy, Governance, Public Management and International Relations who are situated in a broader interdisciplinary school.

The appointment of the Lecturer in Public Policy will be made through the Melbourne Early Career Academic Fellowship program (MECAF) as defined in section 27 of The University of Melbourne Enterprise Agreement 2013. This programme provides training, supervision and appropriate career and professional development opportunities towards establishing an academic career. Those who have previously held permanent/continuing academic positions are ineligible to apply.

The Lecturer in Public Policy will be a committed, engaging teacher and researcher and must be able to teach public management and public policy at the graduate level. The Lecturer will have recognised expertise in public policy, undertake research resulting in quality publications with leading publishers, have an established or developing record of excellence and innovation in teaching, and strong engagement and outreach potential. The successful candidate will be expected to make a significant contribution to the research reputation of the discipline of Political Science in the School of Social and Political Sciences by undertaking research resulting in publications with leading publishers in the field, foster engagement links with external networks/partners nationally and internationally.

The teaching portfolio for this post will focus on the well-established Master of Public Policy and Management which will also include contributions to curriculum development. The incumbent will supervise student research (at honours, graduate coursework and RHD levels), and will take on administrative tasks associated with the appointment.

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

A Lecturer (Level B) is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop his/her scholarly, research, and/or professional activities relevant to the profession or discipline. Specific duties include:

#### **1.1 TEACHING**

- ▶ Preparation and delivery of lectures, tutorials and seminars as appropriate and in line with Faculty of Arts minimum thresholds for teaching satisfaction;
- ▶ Initiation, development and review of subject material at the undergraduate, honours and graduate level;
- ▶ Subject coordination and curriculum development;
- ▶ Administrative tasks associated with the subjects taught, including consultation with students, marking and assessment;
- ▶ Supervision of honours and graduate research. In particular, the successful applicant will be expected to supervise an appropriate number of honours, graduate coursework and research higher degree theses as required, and will be expected to ensure the timely completion of their research.

## 1.2 RESEARCH

- ▶ The conduct of research leading to high quality publications, particularly in leading internationally refereed journals and with leading book publishers in line with the Faculty of Arts minimum expectations;
- ▶ Development of applications for competitive research funding;
- ▶ Participation in the research activities of the discipline;
- ▶ Supervise research higher degree students.

## 1.3 ENGAGEMENT

- ▶ Engagement with external stakeholders including building external networks, partnerships and consultancies;
- ▶ Involvement in professional activity, including participation in meetings of professional societies.

## 1.4 SERVICE TO THE DISCIPLINE & SCHOOL

- ▶ Involvement in professional activity, including participation in meetings of professional societies;
- ▶ Engagement with external stakeholders including building external networks, partnerships and consultancies;
- ▶ Meetings and committee work within the School and the wider university community, as appropriate;
- ▶ Undertake administrative activities commensurate for a Level B academic.

## 1.5 OH&S

- ▶ 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 completed (or submitted with proof of favourable examination) PhD in public management, public policy, political science or a closely related discipline. To be eligible for this MECAF position *you must have completed your PhD no more than 3 years ago*. This period can be extended by an additional 2 years due to career interruptions for example illness, carer's leave, international postings, non-research employment or maternity leave;
- ▶ A strong record of research and scholarly publication in public management or public policy with a developing publication profile;
- ▶ Demonstrated excellence in teaching graduate subjects, including curriculum development, subject design and delivery. Experience in teaching innovation and team teaching will be valued;
- ▶ Demonstrated capacity for high quality teaching in public management and public policy;
- ▶ Capacity to supervise honours and graduate coursework degree theses and to participate in supervisory panels at the RHD level;

- ▶ Capacity to attract research grants and consultancies;
- ▶ Demonstrated ability to deal efficiently with administrative tasks relevant to the position and to work collegially with professional and academic staff;

## 2.2 DESIRABLE

- ▶ Strong computer literacy in line with the University's commitment to e-teaching and e-learning;
- ▶ Capacity to build local and/or international networks and partnerships, foster or support industry partnerships or sectoral engagement.

## 3. *Special Requirements*

- ▶ All candidates who have previously held a permanent/continuing academic position are ineligible to apply.

## 4. *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.

## 5. *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/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 6. Other Information

### 6.1 ORGANISATION UNIT

<http://arts.unimelb.edu.au/ssps>

The School of Social and Political Sciences is at the forefront of teaching and research in the social sciences in Australia. We have a team of dedicated academic and professional staff in the disciplines of Political Science, Criminology, Anthropology, Development Studies and Sociology as well as our allied research centres providing a dynamic and rewarding environment to further your studies.

The School offers a wide range of courses and programs in areas including criminology, development studies, international studies, political science, public and social policy, socio-legal studies, anthropology and sociology. Our courses are concerned with how we make sense of the world in which we live, the current challenges we face and how both Australian and international political, legal and social institutions ought to respond to complex problems which face us in an era of globalisation and rapid social change.

Our students move on to careers in a wide range of areas including local, state and federal government, non-governmental organisations, the media, education, justice, and further academic research.

Further information is available at <http://ssps.unimelb.edu.au>.

### 6.2 BUDGET DIVISION

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

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, the Faculty of Arts is one of Australia's oldest and largest faculties with approximately 400 staff and 8000 students engaged in over 900 subjects in more than 40 areas of study. As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit

- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see [www.arts.unimelb.edu.au](http://www.arts.unimelb.edu.au).

### 6.3 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>.

### 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 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>.