



POSITION DESCRIPTION

Department of Anatomy & Neuroscience
Faculty of Medicine, Dentistry and Health Sciences

Lecturer/Senior Lecturer

POSITION NO	0051066
CLASSIFICATION	Level B - Teaching Specialist or Teaching & Research Level C - Teaching Specialist or Teaching & Research
SALARY	Level B - \$117,066-\$124,958 Level C - \$128,903-\$148,630
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing Replacement Staff Member
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , 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 Gary Hime Tel +61 3 8344 5796 g.hime@unimelb.edu.au <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

Position Summary

The Department of Anatomy & Neuroscience is seeking a Lecturer/Senior Lecturer in Human Clinical Anatomy. An appointment may be made as a Teaching Specialist (TS) academic, or as a Teaching and Research (T&R) academic.

The Department of Anatomy and Neuroscience provides high level anatomy teaching for undergraduate and graduate students. A particular emphasis of the teaching is dissection-based topographic anatomy with the potential for clinical application. The Department contributes to teaching for the large, dissection-based undergraduate major (e.g. Human Structure and Function), graduate courses (e.g. Doctor of Medicine and Doctor of Physiotherapy) and runs the highly regarded Graduate Diploma in Surgical Anatomy, along with facilitating numerous short courses for clinicians. The Department is currently building a new initiative, the Melbourne Academy of Surgical Anatomy, to build upon existing strengths in clinical anatomy teaching and research.

The successful candidate is expected to be able to provide high-level contributions to the design, delivery, and assessment of Human Topographic Anatomy teaching in a variety of undergraduate and graduate courses, with a particular emphasis on dissection-based teaching and clinical application. The successful candidate will be expected to contribute across the breadth of clinical anatomy activities.

Appointment to a Teaching Specialist position will also require the successful candidate to maintain and grow scholarly practice in one or more areas aligned with current practices within the Department. The ability to develop and/or contribute to new short courses in Clinical Anatomy is of particular interest.

Appointment to a T&R position will require the successful candidate to undertake high-level research in one or more of the areas closely aligned with current research laboratories within the Department, leading to a vigorous and successful research program.

The successful applicant will be required to perform the full academic responsibilities of, and related administration for, the coordination of undergraduate subjects and/or graduate coursework subjects, and the supervision of postgraduate students as part of the MSc and PhD programs. The successful applicant will be expected to contribute to meetings and administrative activities within the Department and School.

The School of Biomedical Sciences provides a range of exciting research collaborations within the Faculty of Medicine, Dentistry and Health Sciences as well as in the wider University community and research institutes in the Parkville Precinct. A variety of technologies and resources are available to enhance the research program of the applicant.

1. Key Responsibilities

1.1 TEACHING AND LEARNING

- ▶ Contribute to curriculum design and review in Human Clinical Anatomy.
- ▶ Develop and deliver human anatomy practical classes, incorporating dissection as well as on-line and digital learning experiences.
- ▶ Develop and maintain on-line and digital learning resources in Human Topographic Anatomy.
- ▶ Conduct scholarly activities that maintain, build and enhance current knowledge of approaches to content delivery, learning strategies and evaluation.

- ▶ Undertake subject coordination duties, which include developing, invigilating formative and summative assessments and providing individualised student feedback on assessments, particularly to large student cohorts
- ▶ Develop ways to improve teaching and learning by obtaining and analysing student feedback.
- ▶ Management of LMS/Canvas, student groups, and other learning management tools, including copyright compliance of teaching materials and Readings On-Line.
- ▶ Contribute to the appointment and induction of casual teaching staff.

1.2 RESEARCH AND RESEARCH TRAINING

- ▶ Participate in research aligned with one of the research teams within the Department.
- ▶ Conduct scholarly activities in pedagogy that maintain, build and enhance current knowledge of approaches to content delivery, learning strategies and evaluation.
- ▶ Produce quality conference and seminar papers and publications.
- ▶ Prepare research proposals for submission to external funding bodies to obtain external research income.
- ▶ Provide effective supervision of major honours or postgraduate research projects and supervise or co-supervise Research Higher Degree and Honours students.
- ▶ Significantly contribute to research projects including leadership of research teams or management of projects, leading to publications in peer reviewed journals.

1.3 STAFF SUPERVISION

- ▶ Undertake probationary and performance management processes, ensuring you have regular conversations with your staff and are providing 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 your 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.

1.4 LEADERSHIP AND SERVICE

- ▶ Actively participate at School and/or Faculty meetings and play a major role in planning or committee work.
- ▶ Actively participate in key aspects of engagement within and beyond the University e.g. School's outreach, first year orientation, academic advising and other external bodies.
- ▶ Participate in community and professional activities related to the relevant disciplinary area including attendance and presentations at conferences and seminars.
- ▶ Positive engagement in learning and career development of self and others.
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A research higher degree such as a PhD in a field relevant to the appointment such as Human Topographic Anatomy or Neuroscience, or a graduate clinical degree (medicine, physiotherapy, etc.) and appropriate level of expertise gained from a combination of experience, training or professional accreditation.
- ▶ Demonstrated proficiency teaching Human Topographic Anatomy of at least THREE of the following areas: Head and Neck, Thorax, Abdomen, Pelvis, Limbs, and Neuroanatomy.
- ▶ Demonstrated experience in the use of human Body Donor dissection in teaching and/or research.
- ▶ Demonstrated excellence and leadership in teaching undergraduate students.
- ▶ Excellent oral and written communication skills.
- ▶ High level interpersonal skills including demonstrated ability to work effectively in a multidisciplinary team environment.
- ▶ Demonstrated organisational skills and management of administrative tasks.
- ▶ Experience in tertiary teaching in a variety of settings (small and large group, undergraduate and/or postgraduate).
- ▶ Demonstrated ability to undertake a research program consistent with and aligned with research and teaching activities in the Department.
- ▶ Evidence of research outputs as evidenced by publication records, conference attendance and student supervision.
- ▶ Demonstrated ability to work as an independent self-directed investigator and as a member of a team, and to interact in an effective, collegial and courteous manner with academic, administrative and support staff.
- ▶ Evidence of potential to develop further independent funding of research.

2.2 LEVEL C ESSENTIAL (IN ADDITION TO 2.1)

- ▶ Demonstrated proficiency teaching Human Topographic Anatomy of at least FOUR of the following areas: Head and Neck, Thorax, Abdomen, Pelvis, Limbs, and Neuroanatomy.
- ▶ A significant national and emerging international profile in independent research (laboratory or pedagogical).
- ▶ A strong record of publication in international peer-reviewed journals. The strength of your publication record will be indicated by the quality and impact of your work.
- ▶ Award of external peer-reviewed funding to support your research from competitive national agencies such as NHMRC, ARC or equivalent international funding agencies (Teaching and Research) OR recognition and esteem (e.g. department/school/faculty awards for teaching and learning) and learning innovation grant income (Teaching and Learning).
- ▶ Demonstrated capacity to synergise with and enhance your research program through national and international collaboration.
- ▶ Experience and success in mentoring early career researchers or teachers.

2.3 DESIRABLE

- ▶ Demonstrated experience in curriculum design and delivery, preferably in the field of Human Clinical Anatomy.
- ▶ Demonstrated experience in graduate Human Clinical Anatomy short course design and delivery.
- ▶ Demonstrated experience working with clinical partners in teaching and/or research.
- ▶ Demonstrated experience in development and maintenance of on-line teaching modules via an on-line Learning Management System.
- ▶ Demonstrated ability to attract, effectively supervise and inspire research higher degree candidates.
- ▶ Capability to actively participate in the current research program of one of the research groups of the Department, particularly Human Clinical Anatomy or Neuroscience.
- ▶ Demonstrated ability to attract research funding.

2.4 OTHER JOB-RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Some out of hours work may be required.

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:

<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 DEPARTMENT OF ANATOMY & NEUROSCIENCE

<http://biomedicalsciences.unimelb.edu.au/departments/anatomy-and-neuroscience>

Our research in neuroscience, cell and developmental biology, and anatomical sciences aims to understand fundamental biological mechanisms in order to develop new treatments for injury and disease states. Our researchers are located in the Medical Building and the Kenneth Myer Building, and include research teams from Stem Cells Australia. The Department has excellent research facilities, including confocal, fluorescence and live cell imaging microscopes, laser capture dissection, tissue culture facilities, an excellent histology laboratory and a new molecular biology suite. Our Department also hosts the Australian Phenomics Network Histopathology and Organ Pathology Service, providing detailed histological phenotyping and digital scanning of data from mutant mice. The synergy between these activities provides a vibrant environment for undergraduate and postgraduate training, and a friendly and supportive intellectual community to encourage development of early career researchers.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

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>