

Melbourne Graduate School of Education

Lecturer PD

POSITION NUMBER	0053595
UOM CLASSIFICATION /SALARY	Level B \$107,547 - \$127,707 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time and Full-time positions available
BASIS OF EMPLOYMENT	Fixed term available for 12 months Work Focus category: Teaching Specialist
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number. Indigenous applicants are encouraged to apply.
CONTACT FOR ENQUIRIES ONLY	Professor Janet Clinton +61 3 9035 3697 jclinton@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

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, *Advancing Melbourne*, at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

MELBOURNE GRADUATE SCHOOL OF EDUCATION

The Melbourne Graduate School of Education (MGSE) fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society. We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession. MGSE stimulates learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities. We provide research leadership, setting the direction for high-impact, innovative and responsive research that addresses the pressing issues of our time. We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

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.

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.

ABOUT THE ROLE

Position purpose:

The position of Lecturer will make effective contributions to teaching and learning, the scholarship of teaching and learning, engagement and leadership and service within the Melbourne Graduate School of Education. The position is responsible for teaching within MGSE courses, and may involve subject development and coordination, as required.

Lecturers are expected to contribute to MGSE's teaching and research reputation through targeted scholarly activity in relation to teaching and learning, in alignment with MGSE's strategy and priorities. Lecturers may also have the opportunity to engage in Clinical Practice supervision within the Master of Teaching.

Reporting line: Program Directors

No. of direct reports: 0

No. of indirect reports: 0

Core Accountabilities:

1.1 TEACHING AND LEARNING

- ▶ Prepare and deliver lectures, tutorials and seminars, including executive, online, blended and flexible delivery methods;
- ▶ Initiate; develop and review curriculum;
- ▶ Incorporate Aboriginal and Torres Strait Islander education into the curriculum, appropriately reflecting the commitments made in documents such as the University's Reconciliation Action Plan;
- ▶ Communicate with and provide feedback to students in a timely and effective manner;
- ▶ Conduct assessment, marking and moderation;
- ▶ Complete administrative tasks associated with the subjects taught;
- ▶ Coordinate subjects, as required, which may include supervision of sessional teaching staff, development of a staffing plan and associated administration and coordination;
- ▶ Supervise and assess students;
- ▶ Monitor and support students' academic progress with the provision of feedback, and contribute to associated progress review activities as required;

- ▶ Monitor Subject Experience Surveys to assess performance and continuously improve quality of teaching.

1.2 LEADERSHIP AND SERVICE

- ▶ Assist in ongoing professional development of colleagues and support sessional staff, as necessary;
- ▶ Proactively contribute to MGSE, the broader University and the discipline through appropriate leadership and service opportunities, such as participation on committees, project and working groups, and taking an active role in meetings and performing coordination and leadership roles;
- ▶ Identify and participate in relevant professional and community associations, including participation in meetings, advisory/editorial boards of professional societies.

SELECTION CRITERIA

Essential

- ▶ A doctoral degree completed or close to completion in a relevant discipline
- ▶ Knowledge of contemporary theoretical and policy debates and practice within education;
- ▶ Ability to demonstrate excellence in teaching;
- ▶ Demonstrated ability to contribute to course or subject development, undertake subject coordination duties where appropriate and provide specialised support to students on placement;
- ▶ Demonstrated ability to work collaboratively and constructively in teams, including multidisciplinary teams.
- ▶ Broad knowledge and expertise enabling a contribution to teaching across multiple subjects and/or programs;

Desirable

- ▶ Strong digital literacy, in line with the University's commitment to digital pedagogies in research, learning and teaching;
- ▶ Experience in community engagement with a capacity to build local and international networks and partnerships;

Other job-related information:

Special Requirements

- ▶ Unrestricted right to work in Australia;
- ▶ Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;
- ▶ Some out of hours work will be required; and
- ▶ This position is based at the Parkville site. Travel to other sites may be required.