



THE UNIVERSITY OF  
MELBOURNE

Appointment of  
**Lecturer in Public  
Policy (Management)**

School of Social and Political  
Science, Faculty of Arts





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# The Faculty of Arts

**The Faculty of Arts at the University of Melbourne is widely recognised as Australia's leading centre for the study of the Humanities and Social Sciences**

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The Faculty of Arts at the University of Melbourne brings together leading scholars across 40 disciplines of study in the Humanities and Social Sciences. Our academic staff are of international standing and committed to excellence in teaching and research.

The Faculty is home to the University's first degree, the Bachelor of Arts, which is one of the most sought-after degrees in Australia, consistently attracting outstanding students from around the country and internationally. Our teaching programs encourage critical inquiry, creativity, global perspectives and the questioning of ideas. In 2016, the Faculty opened Arts West – an award-winning building in the heart of the historic campus and a new home for the Bachelor of Arts. Arts West supports active and informal learning through object-based learning laboratories and purpose-built teaching spaces which has transformed teaching and learning in the Humanities and Social Sciences, setting a new benchmark in the Asia region.

Our Graduate School of Humanities and Social Sciences offers 19 professionally oriented Masters programs, including Arts and Cultural Management, Applied Linguistics, Global Media Communication, International Relations and Public Policy and

Management. The Graduate School also houses our outstanding PhD program.

Over its 150-year history, the Faculty has produced leaders in a wide range of fields, including government, business, creative industries and media, community and not-for-profit organisations. The Faculty maintains strong strategic relationships with leading international universities through joint teaching collaborations, research projects and student exchange programs. Partnerships with government, not-for-profit and private organisations facilitate work integrated learning opportunities for our students and research collaboration with our researchers. The Faculty has an active and vibrant outreach program, promoting lifelong learning in the Humanities and Social Sciences.

Our community includes over 450 academic and professional staff, 10,000 students across undergraduate, graduate coursework and research higher degree programs, and a strong and active alumni population of over 70,000 worldwide.

The Faculty actively seeks to welcome and value the unique contributions of people from all backgrounds and is committed to diversity and inclusion practices to achieve our vision. Our Faculty has gender parity across all levels and supports its staff through initiatives such as the Faculty of Arts Conference Childcare Support Scheme, the Faculty's mentoring program and the Divisional Indigenous Development Plan (DIDP).

Alongside the Graduate School of Humanities and Social Sciences, the Faculty consists of five interdisciplinary Schools:

[\*\*Asia Institute\*\*](#) – the University's key centre for study in Asian languages and cultures, with programs including Arabic, Chinese, Indonesian and Japanese languages, alongside Asian, Islamic and Contemporary Chinese Studies.

[\*\*School of Culture and Communication\*\*](#) – with programs in Art History, Arts and Cultural Management, Indigenous Studies, Creative Writing, English and Theatre Studies, Media and Communications, Publishing and Editing, Journalism, and Screen and Cultural Studies.

### School of Historical and Philosophical Studies –

encompassing History, History and Philosophy of Science, Philosophy, Jewish and Hebrew Studies, Conservation and Classics and Archaeology.

### School of Languages and Linguistics – includes

French, German, Italian, Russian and Spanish languages, alongside European studies, Latin American studies and Linguistics, Applied Linguistics and English as a Second Language.

### School of Social and Political Sciences – with

programs in Anthropology and Development Studies, Criminology, Political Science, and Sociology and Social Policy.

## FACULTY OF ARTS STRATEGY

Under the leadership of Professor Russell Goulbourne, we have launched a [Faculty of Arts Strategy](#) focusing on:

- Transformative learning
- Research that makes a difference
- Partnerships that add value
- Support for all staff

### Mission

The Faculty of Arts is committed to benefiting the peoples, cultures and economies of Melbourne, Australia, the region and the world.

We do this across our distinctively broad range of Humanities and Social Sciences disciplines by creating, transforming and sharing knowledge that deepens and enriches understanding of what it means to be human and by developing graduates whose skills, values and empathy enable them to shape better, fairer and more sustainable societies.

### Values and Behaviours

We are committed to benefiting the peoples, cultures and economies of Melbourne, Australia, the Region and the World. We expect all our staff to commit to our values of:

- Rigour and integrity, generosity and humility, intellectual freedom and critical independence
- Diversity and inclusion, trust and mutual respect, social justice and civic responsibility
- Courage and creativity, openness and transparency, environmental sustainability.

### Vision

Building on our achievements to date, by 2025 the Faculty of Arts will be:

- the leading faculty of our kind in the Asia-Pacific region and one of the most compelling in the world, known above all for the difference we make locally, nationally, regionally and globally
- home to a dynamic, diverse and inclusive community of staff and students who are committed to achieving our full potential by working together and with our partners in a spirit of courageous generosity
- transformed by recognising and engaging the ways of knowing held by Aboriginal and Torres Strait Islander peoples, on whose land we work

# Acknowledgment of Country

The Faculty of Arts acknowledge the Elders, and descendants of the Wurundjeri people who have been and are the Custodians of these lands. We acknowledge that the land on which we meet was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

## Position Description & Selection Criteria

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|----------------------------|------------------------------|
| <b>POSITION NO.</b>        | 0058297                      |
| <b>CLASSIFICATION</b>      | Level B                      |
| <b>SALARY</b>              | \$110,236 - \$130,900        |
| <b>SUPERANNUATION</b>      | Employer contribution of 17% |
| <b>WORKING HOURS</b>       | Full Time (1.0 FTE)          |
| <b>BASIS OF EMPLOYMENT</b> | Continuing                   |
| <b>Other Benefits</b>      | <a href="#">Click here</a>   |

### Position Summary

Applications are invited for a Lecturer in Public Policy in the School of Social and Political Sciences. The post is equivalent to the rank of a tenure-track Assistant Professor in North America.

We are seeking applicants who will build on Melbourne's existing strengths in public policy at an exciting time in the program's development and expansion. We welcome applicants researching and teaching in all areas of public policy, public administration, public management, public governance, policy studies and related fields, with a particular focus on the area of public management.

The Lecturer in Public Policy will be an outstanding researcher as well as a committed and engaging teacher who must be able to deliver subjects into the Master of Public Policy and Management (MPPM). They will have recognised expertise in public policy, undertake research resulting in high quality publications with leading publishers, with a record of, and/or strong potential for, the raising of grant income, be able to show evidence of an established

or developing record of excellence and innovation in teaching as well as exceptional engagement and outreach skills. The successful candidate will make a significant contribution to the Discipline and the School's research culture and reputation in research, teaching and engagement through the development of their own individual profiles but also as a member of a collegial team of scholars working in public policy and political science.

The teaching portfolio for this post will focus on the highly successful and well-established Master of Public Policy and Management (MPPM). The incumbent can expect to teach into at least one compulsory, core or elective subject in the MPPM in addition to other teaching duties, which may include public policy subjects in the Undergraduate Major in Politics and International Studies. They will contribute to curriculum development and supervise student research projects at the honours, graduate coursework and graduate research levels. It is likely that some teaching responsibilities will be delivered intensively and in teams.

In addition to their responsibilities in research and teaching, the appointee will also be expected to foster engagement links with external partners nationally and internationally. They will be responsible for performing leadership and administrative tasks commensurate with the level of appointment and should be able to demonstrate strong interpersonal and communication skills and be an active contributor to the discipline and school.

### The School (SSPS)

The appointee will join the School of Social and Political Sciences, which is at the forefront of teaching and research in the social sciences in Australia and internationally. The School's aim is to redefine the world and change what matters, and our work is underpinned by the values of intellectual freedom, integrity, diversity, environmental sustainability and social justice. We value collegiality and active citizenship and are committed to contributing strongly to public and institutional life, and to providing an engaged and distinctive social science and arts education for our students.

Our School consists of a team of more than 150 dedicated academic and professional staff in the disciplines of Anthropology and Development Studies, Political Science, Criminology and Sociology. We are an active and engaged School, with staff and students involved in and leading major research and

engagement concentrations such as the Anti-Racism Hallmark Research Initiative, the Future of Work Lab, the African Studies Group, the Myanmar Research Network, the Australian Centre, the Pacific Network, and the Gender Studies program. Senior leadership of the School comprises the Head of School, School Manager, Deputy Head (Research), Deputy Head (Teaching and Learning), Deputy Head (Partnerships), Deputy Head (Equity and Diversity), Director-International, Director-RHD and Directors of the Early Career Academic Network. The School values its local, regional and international partnerships with external organisations and communities, with significant partnerships with the Brotherhood of St Laurence, Scope Australia, and the Universitas Gadjah Mada.

The School is aligned with the Faculty of Arts' commitment to being transformed by Indigenous knowledges and perspectives across its teaching, research, and local and international partnerships activity. To enable this transformation, the Faculty of Arts has reformed its governance to include the role of Associate Dean Indigenous who leads the implementation of the Faculty's Divisional Indigenous Development Plan. This plan commits the Faculty to furthering the impact of its Indigenous Studies program and research activities including that of the Research Unit on Indigenous Languages and the renewed Australian Centre that takes up the agenda of the former Indigenous-Settler Relations Collaboration.

The School is committed to providing an environment that will sustain and enable First Nations and persons of colour to flourish in their chosen fields. The Head of School is committed to maintaining an environment for all staff in the School in which staff are valued for the work they do, and are supported to do excellent work. This includes clear communication channels and the maintenance of structures of governance and collegiality, and a culture of substantive equity for all staff. We strongly welcome applications from Aboriginal and Torres Strait Islander peoples, from people of diverse cultural backgrounds, from persons of colour, and from people with disabilities. If you have any questions at all about the position, or the format that the application should take, please be in contact with the person named on the last page of this position description.

The School acknowledges that we work and learn on the lands of the Wurundjeri Woi Wurrung People of the Kulin Nation, whose land was never ceded, and whose sovereignty remains. We pay respect to Elders,

past and present, and to the important place of Indigenous knowledge in the academy.

## Key Responsibilities

### TEACHING AND LEARNING

- Preparation and delivery of lectures, tutorials and seminars into the Master of Public Policy and Management as well as elsewhere in the Political Science Discipline, as deemed appropriate, and in line with Faculty of Arts minimum thresholds for teaching satisfaction
- Initiation, development, and review of subject material, particularly at the postgraduate level
- Subject Coordination, including the selection and supervision of tutors
- Active engagement with the Faculty's ATI team to enable effective curriculum development in subjects and programs
- Consultation with students and student advising, as per Faculty and University expectations
- Marking and assessment and finalising results in line with School, Faculty and University policies, processes and deadlines
- Administrative tasks associated with the subjects taught including the development of subject LMS sites, readings online, subject guides, gradebook and setting assessment tasks
- Assist Student Services and the ASO team with Special Consideration and Academic Integrity queries and outcomes
- Supervision of honours, graduate coursework and graduate research students.

### RESEARCH

- Produce research leading to high quality publications in leading internationally refereed journals and publishers in line with Faculty of Arts minimum expectations
- Application for external competitive research funding
- Participation in the research activities of the discipline, including active participation in research seminars as well as at national and international conferences
- Contribution to developing networks within the discipline and with other academics, institutions,

practitioners and communities, both nationally and internationally, to support collaboration.

## LEADERSHIP AND SERVICE

- 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 Discipline, School and the wider university community, as appropriate.
- Undertake leadership and administrative activities commensurate for a Level B academic with a clear aspiration and desire to undertake more substantive academic leadership roles in the future.

## Selection Criteria

### ESSENTIAL

- A completed PhD in public policy, public administration, public management, public governance, or a closely related discipline
- Demonstrated specialisation in research which complements the existing public policy and governance profile of the University of Melbourne
- An outstanding record in research with a developing publication profile in relevant high-quality journals and publishing houses commensurate with stage of career
- Capacity to attract international and/or national competitive research funding (e.g. research grants and/or consultancies)
- Demonstrated excellence in teaching public management and related subjects at the undergraduate and graduate level, including the capacity to initiate subject/course development and teach high enrolment postgraduate subjects
- Ability to supervise honours, graduate coursework and research higher degree theses
- Demonstrated capacity and interest in contributing to the collective research capacity, collegial environment and intellectual culture of the School of Social and Political Sciences including the ability to interact positively with academic and administrative staff

- Proven initiative in and commitment to identifying, collaborating and engaging with a wide range of external interests including public bodies, businesses, not-for-profits and communities on research and/or learning
- Demonstrated capacity for the administrative work and leadership associated with academic life, including a clear aspiration and desire to undertake to undertake more substantive academic leadership roles in the future (e.g. MPPM Program Director)
- Commitment to the Faculty's Values and Behaviours outlined on page 4.

### DESIRABLE

- Strong computer literacy in line with the University's commitment to eTeaching and eLearning
- Capacity for multidisciplinary research and/or the willingness to engage in cross-disciplinary environments.

## Special Requirements

- Employment in this position is conditional upon the adhering to the University's "fit and proper" checks where required and receipt of a valid Working with Children Check prior to commencement.



## **Equal Opportunity, Diversity & 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. This commitment is set out in the University's Strategy 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 Diversity and Inclusion Strategy 2030 sets out the strategic aims to advance and embed the principles of diversity and inclusion across all activities at the University to create enduring and widespread cultural change.

## **Occupational Health & 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 [here](#).

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





# The University of Melbourne

Established in 1853, the University of Melbourne is a public-spirited institution with an outstanding reputation for excellence in research, learning and teaching, and engagement.

Ranked number 31 in the latest Times Higher Education World University Rankings\*, Melbourne competes on an international stage with the best institutions globally and has an international outlook and reach to match.

With a rich history stretching over 160 years, the University of Melbourne also occupies a special place in the heart of the city. Since its founding in 1853, the University has been a public-spirited institution committed to making distinctive contributions to intellectual, cultural, social and economic life in the region and beyond. These values underpin the University's entire academic mission and shape

operating practices, preparing engaged graduates and steering research that advances the world.

With a wide range of disciplines, the University of Melbourne currently educates over 50,000+ students from over 130 countries. The University comprises ten Academic Divisions providing learning that stimulates, challenges and fulfils the potential of excellent students from around the world, leading to personal development, meaningful careers and profound contributions to society.

The alumni network is significant and truly international, with representation from 160 countries. This international community includes former Prime Ministers, Governors General, and Nobel Laureates, and is a testament to the world-class education the University of Melbourne delivers.

\*Times Higher Education World University Rankings 2021

## THE MELBOURNE MODEL

Building on long-standing traditions of leadership and innovation in teaching and embracing international developments in curriculum design, the University introduced the Melbourne Model in 2008. The distinctive educational model offers degrees in three broad cycles. At Bachelor level, students select from one of six broad degrees (offering a total of 87 major fields of study) and a limited number of specialist offerings. These programs lay the intellectual foundations for future employment or further study. Most professional qualifications are subsequently offered at Masters level, where students can choose from a variety of professional or specialist graduate programs offering intensive graduate-level experiences that promote deep professional learning. At Doctoral level, students work alongside and are nurtured by international research leaders in a broad range of fields.

The Melbourne Model's curriculum combines academic breadth with disciplinary depth to strategically reposition the University in an increasingly globalised higher education framework. The University prepares its students to enter a world marked by rapid change where graduates must possess the applicable knowledge, and flexible and adaptable skills, to succeed.



# The University of Melbourne's Strategic Plan 2020 – 2030

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## 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.





## People and Benefits

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The University is committed to providing an intellectually stimulating and personally rewarding workplace which attracts people who are the best in their professional, academic and teaching fields

Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. The University is proud of its many staff that have been recognised through prestigious national and international awards and through membership of Australia's learned academics. Among the many scholars of international renown at the University is the winner of the Nobel Prize – Professor Peter Doherty (Physiology and Medicine) and many other public intellectuals and scientific leaders.

### The Benefits

The University offers staff more than just a job – it offers them an opportunity to be part of a dynamic world class organisation which provides its staff with exceptional benefits and support at every stage of their life and career.

- Working in a culturally inclusive environment
- Engaging in an active and vibrant campus life
- A focus on health and wellbeing
- Outstanding staff benefits in addition to competitive salary packages

Staff benefits on offer at the University include the opportunity to salary package everything from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs

and circumstances, including generous relocation support.

The University also offers a family friendly environment for individuals that need increased flexibility, providing generous leave and working conditions. The University has been recognised as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of Athena SWAN in Australia.

## Living and Working in Melbourne

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### Geography

Melbourne is the capital city of Victoria and the second largest city in Australia. It is set around the shores of Port Phillip Bay and sits beside the Yarra River, around five kilometres from the bay.

Melbourne is home 4.5 million people and a metropolitan area of 9990.5 km<sup>2</sup>. The Economist Intelligence Unit has rated Melbourne one of the world's most liveable city for six consecutive years, based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University's main Parkville campus is based, covers 37.7 km<sup>2</sup> and has a population of more than 143 000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is home to residents from 180 countries who speak more than 233 languages and dialects and follow 116 religious faiths. The Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung people of the Kulin Nation are the Traditional Owners of the land now known by its European name of Melbourne.

The City of Melbourne is recognised as Australia's cultural capital with a number of world-class galleries and museums, internationally renowned food and wine regions, and an impressive year-round calendar of events catering for all tastes.

# Further Information

**General Information about the University of Melbourne is available at its website [www.unimelb.edu.au](http://www.unimelb.edu.au)**

## **About the University of Melbourne**

[about.unimelb.edu.au](http://about.unimelb.edu.au)

## **The University of Melbourne's Strategic Plan 2020-2030: Advancing Melbourne**

<https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **Annual Reports**

<http://annualreport.about.unimelb.edu.au>

## **Faculty of Arts**

[arts.unimelb.edu.au](http://arts.unimelb.edu.au)

## **Research**

University of Melbourne research strategy and implementation  
[research.unimelb.edu.au](http://research.unimelb.edu.au)

## **Teaching**

Teaching and Learning at the University of Melbourne  
[provost.unimelb.edu.au](http://provost.unimelb.edu.au)

## **Careers**

<https://about.unimelb.edu.au/careers>

# How to apply

Please submit your application via the University of Melbourne's Careers [page](#)

The Faculty of Arts is committed to equity, diversity and inclusion and strongly encourages people with diverse experiences to apply. This includes First Nations people, culturally and linguistically diverse people, Deaf and hard of hearing people, people with a disability, LGBTIQ+, and neurodiverse people. If you have any accessibility requirements for the application or interview, please contact us. We are dedicated to ensuring barrier free and inclusive practices to recruit the most talented candidates. A position description is available in alternate formats if required, including USB, Large Print and Plain English.

## **ENQUIRIES**

Contact for enquiries only, please do not send your application to this contact

|              |  |
|--------------|--|
| <b>NAME</b>  | Prof Sally Young   |
| <b>EMAIL</b> | <a href="mailto:s.young@unimelb.edu.au">s.young@unimelb.edu.au</a> |