



POSITION DESCRIPTION

Department of Finance
Faculty of Business and Economics

Teaching Specialist in Corporate Financial Policy

POSITION NO	0057883
CLASSIFICATION	Lecturer, Level A, Level B or Level C
SALARY	An attractive remuneration package will be negotiated with the successful candidate based on level of experience.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time or part-time
BASIS OF EMPLOYMENT	Fixed-term
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 Asjeet Lamba Tel +61 3 8344 7011 Email asjeet@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 Teaching Specialist in Corporate Financial Policy contributes to teaching, engagement, and administration activities in the Department. A commitment to quality teaching is essential.

As subject coordinator, the Teaching Specialist is responsible for the preparation, delivery, assessment, grading and administration of the postgraduate subject FNCE90018: Corporate Financial Policy. Further information about this subject can be found at

<https://handbook.unimelb.edu.au/2022/subjects/fnce90018>

The Teaching Specialist will also hold two hours of student consultation hours each week during the period over which each subject is taught plus an additional two hours of consultation hours during the period between the end of classes in the subject and the final assessment in the subject. In addition, responsibilities include grading, attending the examiners meeting (or arranging for a delegate to attend), attending exam viewing, attending any Academic Misconduct hearings that arise from the subject, and the preparation and grading of any special exams that are required as the result of, for example, student illness on the date of the final exam.

1. Key Responsibilities

1.1 TEACHING AND EDUCATIONAL LEADERSHIP AND SCHOLARSHIP

- ▶ Maintain currency with the latest ideas in the discipline and for teaching in the discipline
- ▶ Acting as subject coordinator as directed
- ▶ Engage in subject, pedagogical research as required to support teaching activities
- ▶ Development of curriculum and subject materials as the subject or course coordinator
- ▶ Student assessment and marking
- ▶ Participate in student consultation
- ▶ Identification of sources of funding to support individual or collaborative projects relating to teaching practice in the discipline
- ▶ Leadership in the evaluation of curriculum development and renewal at School, Faculty and institutional levels
- ▶ Leadership in introduction of new approaches to teaching and learning at School, Faculty and institutional levels
- ▶ Contribution to the work of groups outside the university in the context of teaching and learning (Government, industry, professional bodies).

1.2 SERVICE TO DEPARTMENT

- ▶ Participate in Department and Faculty meetings and committee work, particularly as it relates to teaching and learning.
- ▶ Contribute to the collegial and intellectual life of the Department, Faculty and University

1.3 OCCUPATIONAL HEALTH AND SAFETY

- ▶ 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 PhD in a Finance discipline or extensive business-related work experience and networks
- ▶ Ability to work effectively in a team environment and develop expertise in teaching and learning scholarship
- ▶ Sound knowledge and expertise specific corporate financial policy and an ability to teach in this area
- ▶ A demonstrated ability to develop relationships and work effectively with business, industry and/or professional associations
- ▶ A sound understanding of business education pedagogy including simulations, case teaching, on-line and experientially based learning methodologies
- ▶ Ability to work collaboratively and collegially within an academic department
- ▶ Ability to foster industry partnerships that enhance teaching and learning such as planning guest lectures, industry panels, field trips and publish case studies.

2.2 DESIRABLE

- ▶ Formal qualifications in the field of education or higher education at Certificate, Diploma and/or Masters level

2.3 OTHER JOB RELATED INFORMATION

- ▶ After hours work may be required from time to time due to teaching timetables
- ▶ 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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 ORGANISATION UNIT

The Department of Finance is one of four teaching and research departments within the Faculty of Business and Economics. It has over 35 full-time academic staff, 5.6 FTE professional staff and finance practitioners who serve as sessional teaching staff. In 2022, the Department has over 14,000 enrolments across 70 subjects. The Department also incorporates the Brain, Mind and Markets Laboratory.

The Department places a high value on teaching quality. Its objective is to offer excellent teaching in both undergraduate and graduate programs. This is achieved by offering a set of subjects that meet the job ready requirements of employees, are up-to-date with developments in the field of finance and delivered using innovative methods of teaching.

The Department's main teaching activities focus is the Bachelor of Commerce degree, the graduate programs offered in the Melbourne Business School, and the Executive Education programs, administered by the Faculty.

The administrative unit is responsible for all operational aspects of the Department, including financial, human resources and student issues. Staff in this unit are responsible for providing advice and service to staff, students, other University Departments and external organisations.

Information about the Department is available at: <http://fbe.unimelb.edu.au/finance>.

The Department's research objective is to produce high-quality research, publishable in elite international journals. There is a strong emphasis within the Department on encouraging a positive research culture, promoting collaboration, and providing a

supportive atmosphere. The Department is also interested in supporting the Faculty's strategy of having a strong research focus on new and emerging fields. The strength of the Department's research culture was recently indicated by the Australian Government's 2018 *Excellence in Research for Australia* evaluation, where it received the highest possible ranking of 5 ("Well above world standard") in "Banking, Finance and Investment" (see <https://dataportal.arc.gov.au/ERA/NationalReport/2018/pages/section5/index.html?for=15-commerce-management-tourism-and-services>).

5.2 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

Accounting

Business Administration

Economics

Finance

Management and Marketing

Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

Academic Support Office

Student Employability and Enrichment

Research Development Unit

The Williams Centre for Learning Advancement

Quality Office

The Faculty is supported by the following central services:

Finance

Human Resources (including OHS)

Marketing and Communications

Service Level and Facilities Management

The faculty also hosts two University-wide initiatives:

- The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings.
- The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 10,000 students enrolled in undergraduate and graduate degrees within the Faculty. The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

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>