



## POSITION DESCRIPTION

### Melbourne Dental School

Faculty of Medicine, Dentistry and Health Sciences

## Brian and Ann Dooley Early Career Research Fellowship

POSITION NO	0045621
CLASSIFICATION	Research Fellow Level B
SALARY	\$114,645 - \$136,136 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.4 FTE)
BASIS OF EMPLOYMENT	Research Only (Trust Funded) Fixed Term for 12 months
OTHER BENEFITS	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-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	Prof Stuart Dashper Email <a href="mailto:stuartgd@unimelb.edu.au">stuartgd@unimelb.edu.au</a> <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](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

The Brian and Ann Dooley Early Career Fellowship is a research focussed position within the Melbourne Dental School. The Fellowship is offered for 1 year with the possibility of a second year of funding based on exceptional performance. The position is funded by a gift from Brian and Ann Dooley. Brian was an alumnus of Melbourne Dental School (BDSc 1949).

The Postdoctoral Research Fellow will have an excellent early career research record, and evidence of outstanding potential as an academic researcher and leader.

The Fellowship requires the candidate to undertake research in the broad fields of oral health and dentistry. Selection will be guided by the strategic needs of the Melbourne Dental School, and emphasis will be placed on dental materials research and oral epidemiology.

The Early Career Fellow will be expected to build their academic profile and expertise through publications and collaborations and to submit external research grant funding applications by the end of their fellowship. In addition to undertaking the proposed research, the Fellow is expected to contribute to the research and academic culture of the Melbourne Dental School.

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

### **1.1 RESEARCH AND RESEARCH ENGAGEMENT**

- ▶ In collaboration with senior academic staff, develop and lead a program of research in a strategically relevant discipline.
- ▶ Lead preparation of research outputs such as manuscripts, abstracts, presentations.
- ▶ Identify sources of research funding and contribute to the preparation of proposals for internal and external research grant opportunities.
- ▶ Contribute to research administration and communication activities in the Melbourne Dental School including seminar series, work in progress meetings, research training and other symposia.

- ▶ Disseminate findings via national and international academic conferences, scholarly publications, as well as through other media and active networking with key stakeholders.
- ▶ Recruit, supervise, nurture and train research students at the graduate and postgraduate level.

## 1.2 LEADERSHIP AND SERVICE

- ▶ Actively contribute to the Melbourne Dental School research culture
- ▶ Undertake other academic and service duties as requested by the supervisor and the Director of Research or Head of School
- ▶ Expand the knowledge of the discipline which impacts the field.
- ▶ Engage with relevant professional and industry bodies and stakeholders to foster collaborative partnerships.
- ▶ Contribute to, or present research to the public to elevate public awareness of research developments and promote critical enquiry and public debate within the community where appropriate.
- ▶ Build collaborative inclusive research within and outside the Melbourne Dental School

## 1.3 TEACHING AND LEARNING

- ▶ This is an Academic Research position; however, the position may contribute to teaching activities as appropriate.

## 1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Actively participate in the University's Performance Development Framework (PDF).
- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 4.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
  - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
  - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.
  - ▶ Create ethics applications and report to ethics committees as relevant to the position

# 2. Selection Criteria

## 2.1 ESSENTIAL

- ▶ A relevant doctoral degree awarded within the last five years in the broad field of Oral Health/Biomedical Sciences research.

- ▶ Research track record commensurate with opportunity including impactful publications in key journals and presentations at national and international conferences.
- ▶ Demonstrated ability to attract competitive external funding for research and scholarship commensurate with opportunity.
- ▶ Demonstrated depth of knowledge of the research field and ability to articulate vision for progress.
- ▶ Outstanding interpersonal and communication skills
- ▶ Demonstrated ability to work independently and collaboratively in a team to meet agreed deadlines and achieve project goals.
- ▶ Demonstrable excellent skills in English-language academic writing and verbal communication.

## 2.2 DESIRABLE

- ▶ Experience in assisting with supervision of students undertaking undergraduate, graduate or higher degree research projects.
- ▶ Demonstrated ability to build collaborative research teams.
- ▶ Demonstrated capacity to contribute to teaching and learning within the Dental School based on research expertise as required.
- ▶ Experience in effective research communication and dissemination.

## 2.3 OTHER JOB-RELATED INFORMATION

- ▶ Unrestricted right to work in Australia.

## 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 MELBOURNE DENTAL SCHOOL**

The Melbourne Dental School (<https://dental.unimelb.edu.au/>) boasts state-of-the-art facilities in three clinical and research laboratory buildings. Our research primarily targets prevention and cures for infectious, inflammatory, and immune diseases, with a focus on translational research that has a positive impact on global human health. We engage and collaborate with other research institutes, industry, and governments from across the globe, giving us significant research capacity to address significant health issues and research questions. The School's vibrant research environment and extensive collaborations provide exceptional postgraduate research higher degree opportunities. We have an exceptional track record of translating research to the clinic and to policy.

### **5.1 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

### **5.2 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>

### 5.3 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.

### 5.4 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>