POSITION DESCRIPTION

The University of Melbourne 
(logo)

Faculty of Business and Economics

Lecturer

|  |  |
| --- | --- |
|  |  |
| Classification | Education Focused, Level B |
| Salary | $114,645 - $136,136 p.a. (pro rata for part-time appointment) |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS |  |
| BASIS OF EMPLOYMENT | Continuing OR  Fixed term (up to 2 years) leading to a fixed-term appointment |
| 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 | *Accounting: harshini.egorov@unimelb.edu.au Economics:* [*dandapani.lokanathan@unimelb.edu.au*](mailto:dandapani.lokanathan@unimelb.edu.au) *Finance:* [*r.carey@unimelb.edu.au*](mailto:r.carey@unimelb.edu.au) *Management and Marketing:* [*teaching-mgmt-mktg@unimelb.edu.au*](mailto:teaching-mgmt-mktg@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](https://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

As a Level B Lecturer with an education focus, you will be recognised by your peers as an innovative and outstanding educator in your field, with a demonstrated capability to make a strong contribution to the department’s reputation for effective and innovative educational practice. You will have strong disciplinary expertise, well-established academic skills, and a demonstrated record of academic performance in education and learning.

Your work role will include teaching and learning, service and leadership, and pedagogical scholarship and research. Your responsibilities across these different work roles may vary over time.

At Level B you will have a demonstrated capability to actively contribute to innovative teaching practice, motivate and engage students in learning, and improve the quality of students’ university experience. Your teaching responsibilities will be focused on design and delivery of tutorials, workshops and/or lectures in specific subjects related to your area of expertise, marking assessment tasks and providing feedback to students on their learning, as well as undertaking related administration, including subject coordination, processing of results, and coordinating or leading the activities of others as part of a teaching team.

You will also contribution to education-based scholarship in your discipline. The role will provide an opportunity to contribute to scholarship related to teaching and learning in business and economics disciplines, supporting the dissemination of evidence-based knowledge about effective curriculum design, modes of delivery and student learning experience to other colleagues in the Department, and contributing to a strong culture of teaching innovation. You will grow a portfolio of quality scholarly outputs and relevant grant applications, with an increasing sphere of impact and influence within and beyond the Academy in your given area.

You will also engage in professional development, including peer review of teaching, and take an evidence-informed approach to improvement of teaching and learning practices to support strong educational outcomes and impact.

As required under the Australian Tertiary Education Quality Standard Agency’s (TEQSA) Higher Education Standards Framework, applicants will be expected to have a qualification at a level above that they are engaged to teach – or can demonstrate they have relevant professional or industry experience in the field. In cases where the applicant is expected to teach at a Masters degree level, they are expected to have completed a PhD in a Business and Economics field or a related discipline, or be close to completion. Applications are invited from candidates in any field/discipline related to the Faculty’s teaching and learning portfolio.

Applications from candidates with a First Nations/Indigenous background or a strong interest in indigenous-related topics in the discipline are strongly encouraged to apply.

# Key Responsibilities

## TEACHING and LEARNING

As an education focused faculty member you will be responsible for the following:

* As an individual or part of a teaching team, contributing to teaching in assigned subjects, including delivery of tutorials, workshops, lectures, and marking.
* Support the development and evaluation of high-quality curriculum content, assessment tasks, and other educational resources as required, including the preparation and maintenance of subject Learning Management System (LMS) materials and resources as required.
* Coordination of subjects and supervision of other education focused faculty members involved in co-delivery of subjects.
* Direct involvement in engaging with students to support their learning through student consultations, feedback on learning and assessments tasks, exam viewing, and academic integrity.
* Administration of assessment, including the management of online submission processes, grading assignments and exams following University and Faculty guidelines, the recording and release of assignment results to students via LMS, and the submission of final subject results, including attendance at end of semester Board of Examiners meetings.
* Participation in relevant professional development activity to support personal continuing development in teaching and learning.
* Development of a portfolio of relevant measures of teaching quality, including participation in peer review of teaching.
* Support developments in learning and teaching practices in response to impact measures from own teaching, educational research, and faculty guidelines.
* Assist with industry engagement activities designed to support authentic learning experiences and integration of work relevant materials in educational resources.

## Research and Research training

* Engage in pedagogical scholarship and related activities as required to support teaching activities.
* Produce education focused or disciplinary-based scholarly outputs, including teaching materials such as case studies, book chapters, and publication in high quality peer-reviewed research journals with a focus on education and learning.
* Contribution to the scholarly culture of the Faculty through presentations at leading conferences, seminars, and workshops.
* Support and lead the development of relevant grant applications to advance learning and teaching.
* Disseminate new knowledge on the effectiveness of innovations in curriculum design, modes of delivery and assessment within your department, the faculty and the wider academic community.

## LEADERSHIP AND SERVICE

* Contribute to the collegial and intellectual life of the Department and University, through organising and participating in forums and events.
* Participate in functions promoting the University, such as Open Day, Graduation Ceremonies, seminars, student events, and course marketing, student recruitment, and course/subject information dissemination as required.
* Participation in School, Faculty and University programs aimed to support quality in teaching and learning and enhance student experience.
* Provide service to the University, Faculty and Department through contributions to meetings and committee work.
* Promote the University, the Faculty, and the discipline by participating in appropriate local, national and international professional organisations and scholarly associations.
* Supervision and mentoring of other education focused staff.
* Active participation and contribution to relevant committees.

## Responsibility and Compliance

* Demonstration of the University’s expectations for appropriate behaviour, including respect, and upholding the University’s commitment to a safe, diverse and inclusive workplace.
* Compliance with University statutes, delegations, policies and processes.

# Selection Criteria

## Essential

* Have completed or be near completion of a PhD in a Business and Economics field or a related discipline; and/or the equivalent relevant academic, professional or practice-based experience and expertise.
* Demonstrated ability to prepare and deliver high quality teaching and learning materials, face to face, or online (where relevant), at both the undergraduate and graduate levels.
* Demonstrated ability to lead initiatives that contribute positively to educating, engaging, and supporting students.
* An ability to manage teaching related administrative tasks efficiently and accurately, including a capacity to subject LMS sites and relevant teaching technology, including managing teaching teams.
* A record of developing and implementing innovative education and teaching practices.
* A record of high-quality scholarship in business and economics education.
* Demonstrated ability to work effectively, autonomously and within a team environment, including the ability to lead others and ensure the timely completion of tasks.
* Highly developed written and verbal communication and interpersonal skills.
* Demonstratable commitment to excellence in teaching and collegiality to foster a high level of achievement in students.
* Demonstratable capability to work actively with colleagues within small groups as part of a large department.

## Desirable

* Recent, relevant tertiary level teaching experience.
* A sound understanding of business education pedagogy, including simulations, case teaching, online and experiential learning methodologies.
* Experience with deploying relevant educational technologies (e.g., online learning management systems; applications to support interactive learning activities) to support exceptional student learning, student engagement and participation, and alternative modes of teaching.
* Relevant professional and / or industry experience related to your discipline and connections with industry and professional networks that can be leveraged in the classroom.
* Statistical / mathematical expertise necessary to deliver quantitative subject matter (where required).

## other job-related information

* This position requires the incumbent to hold a current and valid Working with Children Check.
* Occasional work out of ordinary hours, travel, etc. (where relevant)

# 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.

# First Nations Recruitment

The Faculty is actively seeking to attract, recruit and employ Aboriginal and Torres Strait Islander people across all roles. The Faculty will strive to create and sustain a work environment in which Aboriginal and Torres Strait Islander staff feel empowered and add unique value through their individual capabilities and lived experiences.

Ensuring Aboriginal and Torres Strait Islander academics have access to a range of opportunities to develop their academic career in their chosen field is of the utmost importance.

# 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.

# Other Information

## THE FACULTY OF BUSINESS AND ECONOMICS

The Faculty of Business and Economics 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 of Business and Economics (<https://fbe.unimelb.edu.au/>) is home to six teaching and research departments:

* Accounting
* Business Administration
* Economics
* Finance
* Management and Marketing, and
* The Melbourne Institute of Applied Economic and Social Research.

Professional Services comprise 4 teams:

* Strategy, Planning and Resources
* Academic Services, including Academic Programs and Student Experience and Experiential Learning
* Research and Industry Services
* Accreditation

**Our Programs**

There are about 12,000 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. 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 60,000 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.

## 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>

## 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.

## 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>