

# Rewarding careers at Melbourne

Candidate Information Pack

**Professor/Associate Professor in Indigenous Studies  
(Education & Research) and Director, Indigenous Studies  
Program, Faculty of Arts**

Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12(1) of the Equal Opportunity Act 2010 (VIC).



THE UNIVERSITY OF  
**MELBOURNE**

# *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.

In making this Acknowledgment of Country we commit to respectful and responsible conduct towards all others according to the Traditional lores of this land, particularly at times of formal ceremony.



# Message from the Head of School

*Paul Rae*

Dear Future Colleague

My name is Paul Rae, and I am Head of the School of Culture and Communication. It is with very great pleasure and enthusiasm that I invite you to consider joining me and my wonderful colleagues at the University of Melbourne.

Indigenous Studies is a Program of the Faculty of Arts. It is hosted by the School of Culture and Communication, where the inherently inter-disciplinary nature of the Program holds a valued place alongside scholars and students covering a wide range of disciplines in art and culture, and media and communications.

The Program is located on the University's Parkville campus, on beautiful Wurundjeri Country – something we seek to honour in many ways, including strong ties with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation and other Indigenous communities, the appropriate integration of Indigenous knowledges into our teaching and research, and an on-going commitment to ensuring that the University is a dynamic, progressive location where First Nations colleagues can thrive.

Under the leadership of Deputy Vice-Chancellor Indigenous (and former Director of the Indigenous Studies Program) Professor Barry Judd, the University of Melbourne is taking significant steps towards increasing Indigenous participation and success. This includes truth telling (most notably in the recent publication of *Doombak Goobgoowana: A History of Indigenous Australia and the University of Melbourne, Volume 1 – Truth*), and, as laid out in the *Murmuk Djerring Indigenous Strategy 2023-2027*, ambitious plans for First Nations staff and student recruitment, and the continuing transformation of the University into an institution that comprehensively reflects the importance of Indigenous knowledge in the Academy.

Within Arts, recently-appointed Associate Dean Indigenous Professor Sandra Phillips is in the process of putting the finishing touches to a Faculty Indigenous strategy, which will also build on connections with significant resources elsewhere in the University, including the Wilin Centre for Indigenous Arts and Cultural Development, the Indigenous Knowledge Institute, and Murrup Barak, which supports Aboriginal and Torres Strait Islander students.

There's so much going on, and the Indigenous Studies Program has an absolutely central role to play in advancing this project through its teaching, research and relations to community. I'd be thrilled if you could see yourself playing an active part in leading the Program, sharing your knowledge and expertise with me and my colleagues, and finding in the University of Melbourne a supportive and generative place where you can build the next phase of your flourishing career.

If you have questions, get in touch!

Professor Paul Rae

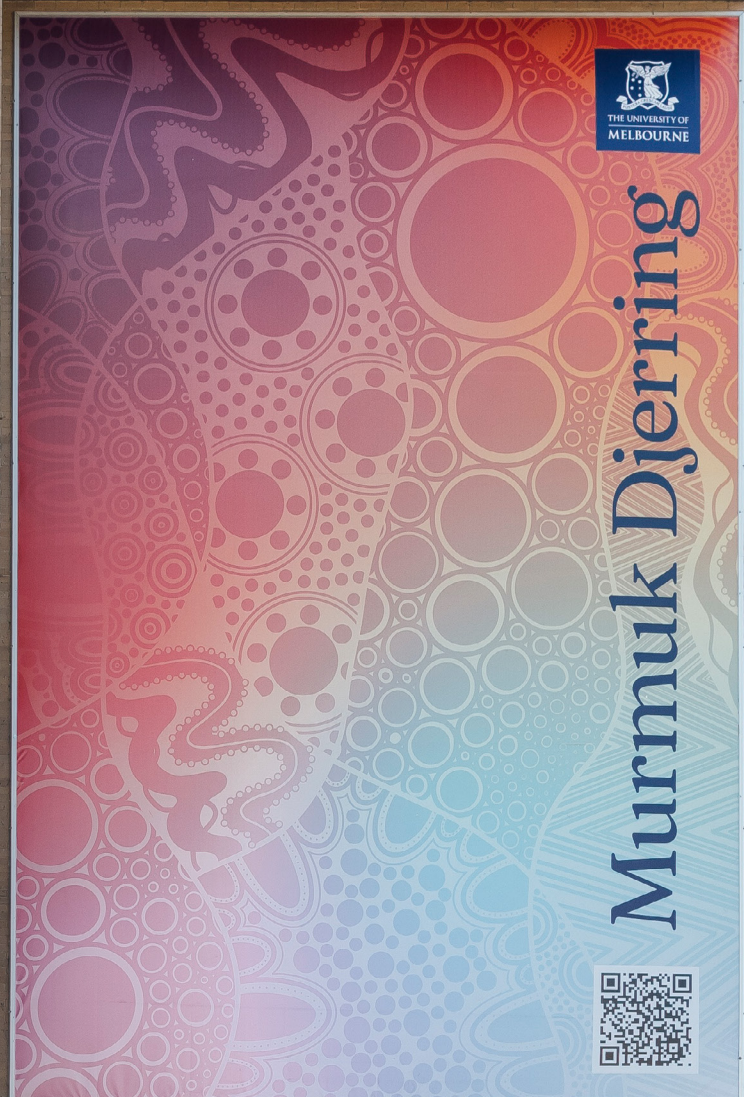
**paul.rae@unimelb.edu.au**

Head, School of Culture and Communication

*We're looking for Indigenous leaders of excellence with a commitment to collaboration and collegiality.*


*Joining the academic circle at the University of Melbourne offers opportunities to engage in research, teaching, and scholarly endeavours that contribute to advancing knowledge and shaping the world's future. It's a chance to collaborate with diverse minds, contribute to innovative research, and be a part of a community committed to making a positive difference.*

THE UNIVERSITY OF MELBOURNE



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Murrumbidgee Djerring



# 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**

The Faculty of Arts is committed to creating a workplace where equity, diversity and inclusion are celebrated and everyone is treated fairly, regardless of gender, sexuality, ability, ethnicity, religion or age.

If you have any accessibility or other 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 large print.

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 700 academic and professional staff, 13,000 students across undergraduate, graduate coursework and research higher degree programs, and a strong and active alumni population of over 70,000 worldwide.

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 and Curatorship, Arts and Cultural Management, Indigenous Studies, Creative Writing, English and Theatre Studies, Media and Communications, Publishing and Communications, 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 language learning and cultural studies in French, German, Italian, Russian and Spanish and Latin American Studies; alongside European Studies, Linguistics and Applied Linguistics, and English as a Second Language.
- **School of Social and Political Sciences** – with programs in Anthropology and Development Studies, Criminology, Gender Studies, Political Science, and Sociology and Social Policy.

# The position

**Located in the Faculty of Arts on the land of the Wurundjeri-Woiwurrung peoples, Indigenous Studies is a multidisciplinary Program that aims to equip future generations with insights arising from Indigenous Knowledges, an understanding of First Nations peoples and cultures, and the skills to address contemporary challenges in Australia and beyond. The Program places a premium on being research-led, community-engaged and globally recognised as a leading Australian hub for Indigenous Studies.**

We seek to appoint a Professor or Associate Professor with the capacity to teach and research in the area of Indigenous Studies, and to take up the position of Director of the Program. The successful applicant will be a committed and engaging educator, a distinctive and original researcher, and a capable and inspiring leader. They will possess the vision, capacity, and interpersonal skills to help shape the work and culture of the Program to better recognise the perspectives and ways of knowing of Aboriginal and Torres Strait Islander peoples, on whose land we work.

Teaching in the Indigenous Studies Program is delivered in-person at the Parkville campus, and the successful applicant will be expected to be present on campus to deliver their teaching and collaborate with colleagues.

While there is some flexibility in the distribution of work activity, the underlying expectation for an Education and Research academic is that 40% of their time be devoted to teaching, 40% to research, and 20% to leadership and service. The Director role, which will last three years in the first instance, will carry a larger leadership component, with reduced expectations in teaching and research.

The appointee will report to the Head, School of Culture and Communication and be supported by Associate Dean Indigenous, Professor Sandra Phillips whose oversight of the Faculty Divisional Indigenous Development Plan (DIDP) provides support to the School, Program, and Appointee in terms of Indigenous objectives and dedicated funding.

As detailed in the University's Academic Career Benchmarks, an Associate Professor (Level D) will make an outstanding contribution to teaching and research in their discipline or related areas, and to governance and collegial life inside and outside of the University. They will have attained recognition at a national or international level in their discipline. An Associate Professor will play an outstanding role within the University, discipline and profession in fostering the research activities of others and in research training.

A Professor (Level E) will make innovative and distinguished contributions to scholarship and research and research leadership, and a commensurate contribution to the work of the University. A Professor will provide leadership in their field of research within the University, and discipline and within the scholarly and broader community. A Professor will foster excellence in research, research capability and research training.



# Job description:

## Key duties and responsibilities

### Role

Professor/Associate Professor in Indigenous Studies (Education & Research) and Director, Indigenous Studies Program

### Location

Parkville Campus, Melbourne, Australia

### Salary

Academic Level D \$175,858 - \$193,740 or Level E \$226,517  
Plus employer superannuation contribution of 17%

### Length of employment:

Continuing

## Key Responsibilities

### Teaching and learning

#### The appointee will:

- Lead the development of the Program's teaching agenda in the field of Indigenous Studies at the University of Melbourne.
- Undertake curriculum development.
- Coordinate and teach undergraduate and postgraduate subjects offered by the discipline.
- Contribute actively to postgraduate activities locally, nationally, and internationally as well as supervise research higher degree students.

### Research

- Conduct and communicate research through publications and other outputs.
- Secure research grants and other external research income (with an emphasis on competitive, international, peer-reviewed).
- Provide leadership and mentoring to staff of the Program undertaking or considering research activities.
- Network with other university departments and centres undertaking research.
- Promote collaboration across institutions, nationally, and internationally, as required to further relevant research.
- Actively participate in research seminars and conferences.

- Implement effective measures for attracting high-quality Higher Degree Research students with demonstrated outcomes of increased enrolment, supervision and completion.

### Leadership and service

- Active engagement in service, leadership and coordination roles in the discipline, School and Faculty
- Active participation in committees (discipline, School, Faculty, University)
- Leadership in development of national and international institutional partnerships and networks
- Compliance with University policy and procedural requirements
- Continuing professional development activities
- The appointee is expected to have strong community linkages.





## Selection Criteria

Please address each selection criterion separately in your letter of application. If you have any questions about your application, please contact Professor Paul Rae, Head of the School of Culture and Communication at [paul.rae@unimelb.edu.au](mailto:paul.rae@unimelb.edu.au).

### Essential

- PhD in an appropriate field of expertise
- A track record of success in a field of Indigenous Studies scholarship and in securing research grants
- A record of success in graduate research supervision
- Demonstrated ability for excellence in teaching, including the capacity to initiate course development
- Demonstrated ability to create a highly inclusive learning environment for students
- A track record of partnerships with Indigenous communities, corporations, or Traditional Owners nationally and/or internationally
- A capacity to provide academic leadership for Indigenous Studies staff, academics, researchers and students, and shape and maintain a cohesive team environment
- Demonstrated excellence in leadership and management including the capacity to contribute to strategic planning that will advance the discipline

### Additional criteria for appointment at Level E

- Evidence of significant national and/or international research impact
- Evidence of leadership in collaborative teaching and/or research initiatives

- A proven track record of highly developed leadership, with a demonstrated ability to provide strategic focus and direction to an organisational unit or department
- A track record of providing Indigenous perspectives to academic audiences, speaking at public events, and/or engaging representative community elders.

### Special requirements

- Employment in this position is conditional upon completion of the University's "fit and proper" checks where required and receipt of a valid Working with Children Check prior to commencement.
- Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12(1) of the Equal Opportunity Act 2010 (VIC).

# The Leadership Roles of Melbourne Professors



**Melbourne professors make distinguished contributions to shaping and advancing undergraduate and graduate education in their department and faculty, as well as the wider University. As inspirational educators, professors serve as role models and mentors to students and academic staff and lead the achievement of world-class graduate attributes and educational outcomes for Melbourne's students.**

The Melbourne professoriate includes professors who are prominent and critically-engaged public intellectuals who make authoritative contributions to government, industry, business and communities that improve society, creating an institutional environment that values and harmonises academic quality alongside societal impact and influence. Melbourne's Enterprise Professors make particular contributions that build the University's engagement with industry, business and government.

Professors of the University of Melbourne may make formal leadership contributions, such as through designated management and governance roles at faculty and University-wide levels. Less formally, all professors are expected to be exemplary leaders of both academic and professional staff. They should actively develop others and actively contribute to the life of the University.

Professors are also expected to uphold and symbolise the highest levels of ethical practice and academic and professional integrity and to serve as role models in their relationships with students, professional staff and academics at all levels.

## **Examples of professorial leadership include:**

- Making important contributions to education policy and practice through influential scholarship on teaching, learning, curriculum and assessment. Providers of expert educational advice to government and peak bodies, many professors influence national and international educational thinking and policy. At the University, professors may build the nexus between education and research, establish curricula and teaching that is engaged with industry, business and communities, create work-integrated learning opportunities and introduce educational innovation.
- Helping early-career academics and the University's students to forge influential research careers of their own. Actively nurturing and developing the research skills of other researchers, professors lead collaborative research teams, secure research grants that build institutional capacity and create opportunities for younger staff to meet and work alongside senior colleagues.
- Leading national and international academic, professional and community organisations and making intellectual contributions of significant value to public discourse, culture and institutions. The University strives to be one of the finest in the world in its engagement with society and commitment to public value, and professors may lead and serve on expert committees, participate in national and international reviews, and lead community engagement and development programs.

**Endorsed by: University Appointments and Promotions Committee**

Date: February 2024

# Working in Faculty of Arts

## *Strategy*

**Under the leadership of Professor Jennifer Balint, 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

### **Our 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.

### **Our Values and Behaviours**

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.

### **Our 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



# Our benefits are above and beyond

## Annual leave

Staff receive four weeks of paid annual leave for every 12 months, and 15 days of cumulative personal / carers leave. This can accrue if unused. Aboriginal and Torres Strait Islander employees are entitled to additional leave for Indigenous Cultural responsibilities such as attending events like NAIDOC, community gatherings and cultural ceremonies, as well as additional personal leave in case of bereavement.

## Superannuation - you're right, it is 17% p.a.

UniSuper is the super fund of choice for most staff in higher education. Staff are invited to join UniSuper. We pay 17% per annum (the standard general super guarantee in Australia is 11.0% [rising to 11.5% as of July 2024]).

## Retirement age - there isn't one!

There is no formal retirement age for staff working at the University.

## Salary packaging - we can help you reduce your taxable income

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.

## Other benefits

The University is a thriving community. There are many events and activities available to staff during the workday and after hours including free lectures, concerts and performances.

Aboriginal and Torres Strait Islander staff working at the University of Melbourne also have access to:

- Office of Indigenous Employment and Development
- Indigenous Cultural Assist and Response for Employees (ICARE)
- Invitations to University cultural events such as Wominjeka and the Narrm Oration
- Indigenous Staff Network
- Regular social opportunities to meet and connect with Aboriginal and Torres Strait Islander colleagues and students

## Parental and maternity leave

### Having a child? (Including adoption)

Exciting news for new parents! Whether you're expecting a child or adopting, our university offers some of the most generous parental leave entitlements in the country. Regardless of how long you've been with us, you'll receive 26 weeks of fully paid parental leave. This applies to both maternity and partner (primary carer) leave. You'll receive a return-to-work bonus to help you transition back smoothly. We also offer concurrent leave, ensuring partners can support each other during this special time. Join our university community and experience unparalleled support for your growing family.

## Keeping fit

Staff are encouraged to utilise the facilities on campus. You can participate in a wide variety of fitness programs and activities offered through Melbourne University Sport. There are staff memberships discounts to the fabulous gym, fitness classes and indoor swimming pool.

## Our people

**The University of Melbourne aspires to be the university of choice for Indigenous Australians, with unprecedented investment to attract, nurture and retain Aboriginal and Torres Strait Islander staff.**

We employ people of outstanding caliber and offer a unique environment where staff are valued and rewarded. Our academic, professional, administrative and support staff create a world-class working environment that enables internationally renowned excellence in research and teaching.

We are committed to providing tangible support through a range of programs and initiatives which will ensure our Indigenous staff succeed and flourish personally, at the University of Melbourne, and across the nation and the globe.

# Equal opportunity, diversity and inclusion

**The University of Melbourne 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. This commitment is set out in the University's Diversity and Inclusion Strategy 2030 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 differences in 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. This will help 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 the University's Advancing Melbourne strategy.



# Working at the University of Melbourne

## Our University

The University of Melbourne is a friendly, diverse community of students, academics and staff. We are world-renowned for the excellence of our research and for the warmth of our community. Established in 1853, we are a global leader in higher education and bring together the world's best minds to solve globally significant problems.

Our vision is to equip our students with a distinctive, future-facing education personalised around their ambitions and needs, enriched by global perspectives and embedded in a richly collaborative research culture.

Information about our strategic direction, Advancing Melbourne 2020 – 2030, can be found at: [about.unimelb.edu.au/strategy/advancing-melbourne](https://about.unimelb.edu.au/strategy/advancing-melbourne).

## A thriving fair and diverse University

As an organisation and through the **Murmuk Djerring** and Diversity and Inclusion strategies, the University is committed to developing a thriving, fair and diverse University community, working together respectfully to make a difference to each other and in the world. A diverse staff community enriches the University, bringing different knowledge, ways of thinking, a multiplicity of lived experience and new perspectives. This strengthens our academic mission, ensuring our transformative education and excellent research continues to serve communities by advancing knowledge, and creating a more just, fair, and inclusive society.

## Parkville campus

The Parkville campus, which sits on Wurundjeri Woi Wurrung Country, provides easy access to cafes, shops and services, libraries with extensive collections, and cultural and sporting facilities. Nearby Lygon Street is home to a huge variety of restaurants and shops while the northern end of the University is adjacent to the popular Princes Park, hosting a range of outdoor activities.

The University is accessible by car, tram and train, with a new on-campus train station (Parkville) currently being built and expected to open in 2025.



# Occupational health and safety

**All staff are required to take reasonable care of their own health and safety and that of other personnel who may be affected by their conduct.**

The OHS (Occupational Health and Safety) responsibilities applicable to positions are published at: [safety.unimelb.edu.au/health-and-safety-contacts/responsibilities-of-personnel](http://safety.unimelb.edu.au/health-and-safety-contacts/responsibilities-of-personnel)

These include general staff responsibilities and those additional responsibilities that apply to managers, supervisors and other personnel.





# *How to apply*

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

Professor Paul Rae, Head of School of Culture and Communication.  
+61 (03) 8344 1676 or [paul.rae@unimelb.edu.au](mailto:paul.rae@unimelb.edu.au).

Please submit your application, including your resume, cover letter and responses to the key search criteria via the University's website:  
[jobs.unimelb.edu.au/caw/en/listing/](https://jobs.unimelb.edu.au/caw/en/listing/)

Alternatively, you can apply from the job site you visited.

*Thank you  
for your  
consideration*



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MELBOURNE

# UniMelb on-demand



Get to know us better  
in your own time