



## POSITION DESCRIPTION

Melbourne Graduate School of Education

### Senior Lecturer (LH Martin Programs)

POSITION NO	0049301
CLASSIFICATION	Senior Lecturer, Level C
SALARY	\$126,128 - \$145,431 p.a. (pro-rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term for three years Work Focus Category: Teaching and Research
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/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	Associate Professor Chi Baik Tel +61 3 8344 4212 Email <a href="mailto:cbaik@unimelb.edu.au">cbaik@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)

## ***Position Summary***

The Melbourne Centre for the Study of Higher Education (Melbourne CSHE) is a leading national and international centre for higher education research and also has significant responsibility for the provision of professional development for staff in teaching and learning, research and engagement across the University of Melbourne. The Melbourne CSHE is part of the Melbourne Graduate School of Education (MGSE).

Located within the Melbourne CSHE, the LH Martin award programs and related research aim to serve the tertiary education sectors in Australia. They also attempt to extend their reach into the region, given both the importance of international linkages and networks and the rapid pace of change taking place in our neighbouring countries. In doing so, this work is supported by a group of dedicated Fellows who work with us in the development and delivery of tailored programs, as well as an extensive international network of tertiary education policy and management specialists who have a long history of collaborating with us.

In this position you will lead award programs and contribute to curricula, teaching and assessment, quality assurance, research supervision, research and knowledge exchange in the area of tertiary education management and policy. You will primarily lead the program and subject co-ordination for the Master of Tertiary Education Management (MTEM) and its nested awards, and promote its online growth and development. You will also lead the Emerging Leaders and Managers Program (eLAMP) which has been reviewed and updated in 2019. In addition, you are expected to participate in other Melbourne CSHE and MGSE activities, such as contract research, consultancy and bespoke programs, and the organisation of conferences and seminars on a regular basis.

You will be familiar with current developments and policy debates relating to tertiary education management and policy, nationally and internationally. You will also contribute to the research performance of the Institute and Centre through publications and/or the ability to attract research funding. A contribution to the community will also be expected through involvement in professional associations. This role reports to Associate Professor Chi Baik.

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

### **1.1 TEACHING AND LEARNING**

- ▶ To lead the LH Martin taught programs
- ▶ To manage and develop the online learning aspects of the LH Martin teaching programs
- ▶ To teach in relevant subjects in the field of tertiary education management and policy.
- ▶ To lead the development, review and evaluation of subjects and curricula in the LH Martin taught programs.
- ▶ To support students in linking theory with practical application in tertiary education settings.
- ▶ To supervise and assess students in their final projects for the MTEM.

### **1.2 RESEARCH (ADVANCEMENT OF THE DISCIPLINE)**

- ▶ To undertake independent research and publish in appropriate academic and professional journals and other academic outputs.
- ▶ To contribute to research projects and/or work in research teams.

- ▶ To bid for funding for research into tertiary education management and policy.
- ▶ To supervise or contribute to the supervision of higher degree research students.

### 1.3 ENGAGEMENT

- ▶ To undertake professional activities including the dissemination of research, editing publications, membership of committees and consultancy work.
- ▶ To maintain knowledge of current research, resources and practice in the field of tertiary education management and policy.

### 1.4 LEADERSHIP AND SERVICE

- ▶ To undertake academic and administrative leadership through the coordination of the LH Martin award programs and subjects.
- ▶ To assist in ongoing professional development of the teaching team and support adjunct staff, as necessary.
- ▶ To lead in particular and relevant areas of research activity.
- ▶ To liaise and engage in projects with relevant external education and community groups.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ A doctoral degree in tertiary education policy and management, or relevant discipline.
- ▶ Evidence of a high quality teaching record in post-graduate and/or adult education.
- ▶ Capacity to contribute to the Melbourne CSHE's research agenda, evidenced by publications and/or success in attracting research funding.
- ▶ Ability to lead curriculum development and to undertake program and subject co-ordination duties, including liaison with students.
- ▶ An awareness of contemporary theoretical and policy debates within tertiary education policy and management.
- ▶ Demonstrated ability to work in a dispersed team and provide guidance to adjunct staff in the area, if necessary.
- ▶ Demonstrated capacity in the supervision of higher degree students.
- ▶ Demonstrated capacity to work collaboratively both within and outside the University.
- ▶ Excellent written and oral communication skills.

### 2.2 DESIRABLE

- ▶ Ability to contribute to the LH Martin academic programs through leadership and participation in research, accessing research funding and consultancy opportunities.
- ▶ Experience in online learning and online program provision.

### ***3. Special Requirements***

- ▶ Unrestricted right to work in Australia;
- ▶ Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;
- ▶ Some out of hours work will be required; and
- ▶ This position is based at the Parkville site. Travel to other sites may be required.
- ▶ At times the Senior Lecturer will be expected to attend Melbourne CSHE and LH Martin events in the evening.

### ***4. 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 University's People Strategy 2015-2020 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 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 Growing Esteem.

### ***5. 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:

<http://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.

### ***6. Other Information***

#### **6.1 ORGANISATION UNIT**

Melbourne Centre for the Study of Higher Education

The Melbourne Centre for the Study of Higher Education (Melbourne CSHE) at the University of Melbourne is one of the longest established centres of its kind in the world. The Melbourne CSHE offers leadership in research, development and consultancy in the field of higher education. The Centre has achieved national recognition for its excellent research record and the integration of its contemporary research base into its professional development and consultancy work. Internationally, the Melbourne CSHE is recognised as a leader in the South-East Asian region and as one of the few centres world-wide that sustains a blend of higher education research at a system-level with effective service to its host institution.

The Melbourne CSHE contributes to the enhancement of high quality teaching and learning at the University of Melbourne through research-based professional development programs, and institutional consultancy and policy development of the highest standard.

Higher degree research candidates are attracted to the Melbourne CSHE to undertake PhD and Masters level research into contemporary issues in higher education, in particular, policy-related research.

## 6.2 BUDGET DIVISION

### Melbourne Graduate School of Education

#### *Our Vision:*

Together we equip people to address the major educational challenges of our times.

#### *Our values:*

Respect, Integrity, Curiosity, Fairness and Transparency

#### *Our Mission:*

The Melbourne Graduate School of Education fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society.

- ▶ We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession.
- ▶ We stimulate learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities.
- ▶ We provide research leadership, setting the direction for high impact, innovative and responsive research that addresses the pressing issues of our times.
- ▶ We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: [education.unimelb.edu.au](http://education.unimelb.edu.au)

## 6.3 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>.

#### 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement.

<http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<https://research.unimelb.edu.au/>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences;

and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 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 <http://www.unimelb.edu.au/governance>