



## POSITION DESCRIPTION

Melbourne Law School

### Early Career Academic Fellowship

<b>POSITION NO</b>	0046293
<b>CLASSIFICATION</b>	Level A
<b>SALARY</b>	\$69,148* - \$93,830 p.a. (*PhD Entry Level \$87,415 p.a.)
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full-time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-term for 3 years
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	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 Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Name: Mas Generis Email <a href="mailto:law-research@unimelb.edu.au">law-research@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***

Melbourne Law School (MLS) at the University of Melbourne, Australia's leading law school, invites applications from early career researchers across all sub-disciplines of law for an MLS Early Career Academic Fellowship.

The Fellowship is a position designed to support talented, recent doctoral graduates in any field of law to establish and consolidate their research and teaching careers, by contributing to the intellectually vibrant and research-intensive culture of Melbourne Law School and teaching into one or more of Melbourne Law School's breadth, JD or MLM programmes.

The Fellowship provides an opportunity for dedicated research time within a supportive and collegial research environment. In addition, a teaching component is an essential part of this position, enabling the development of teaching skills and a teaching portfolio. The successful candidate will receive research, teaching and academic career training and mentoring, designed to equip the candidate for a career as a teaching and research-focused academic at an Australian or international university.

Fellowships will be awarded starting at Level A.6 in the University Salary Band (currently \$87,415 plus a minimum 9.5% superannuation) with an additional \$25,000 for project costs over the term of the 3-year Fellowship. Fellows will report to the Deputy Dean.

Fellows are eligible to participate in the Melbourne Academy hosted by the Melbourne Centre for the Study of Higher Education. MCSHE provides a range of professional development programs and activities for staff and graduate research candidates of the University. These programs and activities are in four main areas: teaching and learning, research, engagement, and leadership and management. Kindly follow the link for further information:

<https://melbourne-cshe.unimelb.edu.au/programs/research/the-melbourne-academy2>

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

- ▶ Fellows will have tenure of up to three years with funding being provided by Melbourne Law School, with no further extensions. Fellows will serve a six-month probationary period.
- ▶ This Fellowship is intended as a full-time Fellowship, unless a compelling case is made for the need to hold the Fellowship on a part-time basis (for example due to disability or family responsibilities). Fellows may not hold additional appointments or remuneration that impose commitments that conflict with the full-time Fellowship. Fellows are expected to undertake some teaching at MLS; however, this will not ordinarily exceed two teaching assignments for the duration of the Fellowship (teaching and marking equivalent to two compulsory JD subjects). Where possible, one teaching assignment will be drawn from the JD compulsory programme. A teaching mentor and access to teaching professional development opportunities will be provided by Melbourne Law School. In addition, an Academic Careers Mentor will be available for advice about preparing for an academic role and to assist with seeking academic positions.
- ▶ It is the intent of the Fellowship scheme that Fellows will actively contribute to the vibrant communal life and culture at the Law School and within the University of Melbourne as a whole. Fellows may not spend more than six months of the duration of the Fellowship overseas and/or away from the University of Melbourne except where extensive fieldwork is required for the purposes of the research and only with the explicit prior approval of the Dean.
- ▶ Fellows who apply for, and are successful in gaining, externally funded Fellowships prior to the end of the appointment of the Fellowship, will be eligible to continue to receive the \$25,000 for project costs for the full three years so long as they remain at Melbourne Law School. The salary component of the Fellowship will cease.

- ▶ Melbourne Law School reserves the right to reclaim any remaining funds at the cessation and or completion of the Fellowship.
- ▶ Visa Requirements - It is the responsibility of Fellows to apply for and satisfy the requirements for the issue of an appropriate entry visa to Australia. The offer of a Fellowship does not guarantee the granting of a visa and is conditional upon gaining a visa.

## 1.1 APPLICANT ELIGIBILITY

- ▶ Applicants must have graduated or have met the requirements to graduate with a PhD in Law from any university, including the University of Melbourne, during the period 1 January 2014 to 20 September 2018; or
- ▶ An exemption from the requirement above is available for applicants who were awarded their PhD between 1 January 2012 and 31 December 2013 who had a period of significant research career interruption. Applicants should be able to clearly demonstrate that their research career has been significantly interrupted by circumstances such as chronic illness, parental responsibilities or other family responsibilities such as primary responsibility for the sustained care of a dependent family member (who may, for example, be elderly, sick or a person with disabilities). Applicants qualifying for this exemption must provide responses to the Career Interruption and Non-Employment and Employment History selection criteria below.
- ▶ Applicants must be able to commence employment between 1 January and 31 March 2019. In an exceptional case a candidate will be permitted to begin after 31 March but not later than 30 June 2019.
- ▶ An applicant may only ever be awarded one MLS Early Career Academic Fellowship
- ▶ Applicants must provide evidence of the award of their PhD, including date of award.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ *Qualification:* A PhD as indicated in 1.1 Applicant Eligibility above.

#### *Proposed Research Project:*

The project description should demonstrate the proposed project's quality, significance and originality. It should describe the project's anticipated outcomes, links with areas of research in Melbourne Law School, and it should also explain how the project outcomes will enable future external funded fellowships or academic employment.

You must detail your Proposed Research Project in the format below using the headings listed and with no more than 1,000 words in total for headings 2 to 6.

1. Project Title (no more than 200 characters)
2. Aims and Methodology
3. Quality, Originality and Significance
4. Expected Outcomes
5. Opportunities for collaboration within MLS
6. Opportunities for further external funded fellowships or academic employment
7. Reference List (if required, but not exceeding one A4 page).

#### *Profile of Research Background – Track Record:*

Provide a profile of your research activities, experience and strengths. Include information about your track record and the relationship of this proposal with work in the field

generally. This is an opportunity to mention items that might not be included in your CV (300-word maximum).

► *The Fellowship in the context of career plans:*

Provide a statement describing your career plan and how this Fellowship will benefit your career (300-word maximum).

► *Teaching Interests and Experience:*

Provide a brief statement outlining what MLS subjects you would be interested in teaching, on the basis of your research interests and/or past teaching experience (if applicable) (200-word maximum).

► *Academic Record:*

In your CV (see instructions below), please include details of all courses that you are, or have been, enrolled in at a tertiary institution. Please attach evidence of the award of your PhD to your application.

► *Career Interruption:*

This criterion (and the next below) is only applicable for applicants who were awarded their PhD during the period 1 January 2012 to 31 December 2013 and had a period of significant research career interruption.

Applicants should be able to clearly demonstrate that their research career has been significantly interrupted by circumstances such as chronic illness, parental responsibilities or other family responsibilities such as primary responsibility for the sustained care of a dependent family member (who may, for example, be elderly, sick or a person with disabilities). Please explain the special circumstances in support of this Career Interruption (maximum 700 words).

► *Non-Employment and Employment History:*

Please provide a table (example below) and provide documentation in relation to your career interruption/s. Indicate non-employment **and** employment history (in months/years and Full Time Equivalent - FTE), in reverse chronological order since the date of PhD award.

► *Example Table*

Time Period (Month/Year – Month/Year)	Non-employment and employment history (include position title)	Was the role research related? (Yes/No)	Total period (Months/Years)	Fraction Full Time Equivalent	Documentation attached (Yes/No)
eg. Jan 2018 – present	Teaching-only position, Level A	No	8 months	0.5	Yes
eg. Jan 2017 – Dec 2017	Maternity Leave	No	1 year	1.0	No

## 2.2 GUIDELINES FOR CURRICULUM VITAE

- The following headings are to be included in your accompanying curriculum vitae: **maximum 3 pages in 12-point font (excluding publications list). Please do not provide copies of publications or theses with your application.**

1. Full name
2. Address, telephone and e-mail contact
3. Full details of education and postgraduate training
4. Details of awards and prizes
5. Details of any postgraduate and undergraduate teaching and supervision

6. Details of published works organised in the following categories (the date of acceptance should be provided for papers not yet published):

- Books
  - Refereed journal articles
  - Reviews
  - Chapters
  - Conference papers
  - Other publications
7. Contact details of two Referees

### ***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 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 service for excellence and reach the targets of Growing Esteem.

### ***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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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**

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

Melbourne Law School is Australia's first all-graduate law faculty. Melbourne Law School was the first faculty in Australia to teach law, and awarded this country's first law degrees. The Law School is now fully graduate with its Juris Doctor for admission to practice recognised as a high-level qualification in Australia and beyond. Coupled with the unrivalled excellence of the Melbourne Law Masters and its excellent Research Higher Degree programs, the Law School offers a unique opportunity for the integration of scholarship and teaching.

Its faculty is a vibrant community of creative scholars, committed to a highly collegial, research-intensive institutional life. The Law School has particular strengths in comparative analysis. It aims to integrate teaching with research and engagement activities and to engage with local, national and global communities.

The Law School is a single department faculty located in a custom designed building in University Square. The Law School has approximately 2,200 graduate students (including JD, Melbourne Law Masters and Research High Degrees).

### Research

The international reputation of the School is closely linked to the range and quality of its research programs.

The School has several research Institutes, Centres, Networks and Groups which provide a focus for scholarly interaction, including:

ARC Laureate Program in Constitutional Law
ARC Laureate Program in International Law
Asian Law Centre (ALC)
Asia Pacific Centre for Military Law (APCML)
Centre for Comparative Constitutional Studies (CCCS)
Centre for Corporate Law and Securities Regulation (CCLSR)
Centre for Employment and Labour Relations Law (CELRL)
Centre for Indonesian Law, Islam and Society (CILIS)
Centre for Media & Communications Law (CMCL)
Competition Law and Economics Network (CLEN)
Centre for Resources Energy and Environmental Law (CREEL)
Civil Justice Research Group (CJRG)
Electoral Regulation Research Network (ERRN)
Family and Children's Law Network

Global Economic Law Network (GELN)
Institute for International Law and the Humanities (IILAH)
Intellectual Property Research Institute of Australia (IPRIA)
Obligations Group (OG)
The Tax Group
Transactional Law

## 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 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.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

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.

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