



## POSITION DESCRIPTION

Melbourne School of Engineering

### Lecturer

*In line with the special measure H103/2014 provided for under section 12 of the Equal Opportunity Act 2010 (VIC), the Melbourne School of Engineering strongly encourages applications from suitably qualified women in academia.*

<b>POSITION NO</b>	0043018
<b>CLASSIFICATION</b>	Lecturer (Level B)
<b>SALARY</b>	\$98,775 - \$117,290 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time / part-time (5 positions available)  The Melbourne School of Engineering is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.
<b>BASIS OF EMPLOYMENT</b>	Continuing / fixed-term" for/to xxxx months / years / date
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>CURRENT OCCUPANT</b>	New
<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>	<p><a href="#">Professor Elaine Wong</a> (for School of Electrical, Mechanical and Infrastructure Engineering); Email: <a href="mailto:ewon@unimelb.edu.au">ewon@unimelb.edu.au</a></p> <p><a href="#">Professor Karin Vespoor</a> (for School of Computing and Information Systems); Email: <a href="mailto:karin.vespoor@unimelb.edu.au">karin.vespoor@unimelb.edu.au</a></p> <p><a href="#">Associate/ Professor Andrea O'Connor</a> (for School of Chemical and Biomedical Engineering); Email: <a href="mailto:a.oconnor@unimelb.edu.au">a.oconnor@unimelb.edu.au</a></p> <p><i>Please do not send your application to these contacts</i></p>

For information about working for the University of Melbourne, visit our websites:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Melbourne School of Engineering is strongly committed to supporting diversity and flexibility in the workplace. It is established that a diverse workforce improves organisational performance. In the University where the exploration of ideas, thought leadership and curiosity is fundamental to our teaching and research performance, improving the representation of women is necessary in our goal to innovate and to strengthen MSE's reputation as a world-class centre of research.

MSE is committed to remedying this gender imbalance and providing a supportive environment where women in academia are empowered to achieve their aspirations. To drive systemic change towards gender equity, MSE is working to lift the representation of women academics from 22% in 2018 to at least 30% over the next five years pursuant to a Special Measure under Section 12(1) of the Equal Opportunity Act 2010 (Vic).

MSE is offering five lecturer continuing roles for women in academia of exceptional calibre across all Engineering and Computer Science disciplines.

### **School of Electrical, Mechanical and Infrastructure**

- Department of Electrical and Electronic Engineering
- Department of Mechanical Engineering
- Department of Infrastructure Engineering

### **School of Computer and Information Systems**

### **School of Chemical and Biomedical Engineering**

- Department of Chemical Engineering
- Department of Biomedical Engineering

Successful appointees will be given the opportunity to play a significant role in realising the industry engagement targets of MSE 2025, develop internationally recognised research portfolios, establish funding streams to support these portfolios, and to enhance interdisciplinary research within and outside the University, whilst contributing to teaching and curriculum development within MSE.

Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ A PhD in one of the disciplines of Engineering, Computer Science, Information Systems, or equivalent;
- ▶ Demonstrated ability to perform independent research and a commitment to interdisciplinary research;
- ▶ Experience in applying for competitive research funding;
- ▶ A relevant research track record as evidenced by research publications in high-quality journals, conferences and technical reports;
- ▶ Capacity to teach effectively and develop high quality learning experiences and assessment tools across a broad range of subjects, including the capacity to develop and deliver seminars and lectures and other teaching activities;

- ▶ Excellent communication and interpersonal skills to engage with industry, government, research groups, diverse student cohort and a variety of other stakeholders;
- ▶ Demonstrated potential to achieve the highest levels of scholarship in engineering research;
- ▶ Demonstrated ability to work as part of a team, and build rapport with all levels of staff within a diverse work environment;
- ▶ A willingness and ability to supervise graduate research students.

## 1.2 DESIRABLE

- ▶ Experience in curriculum development and implementation at undergraduate and postgraduate level that will maintain the home Department's programmes at the highest international standards.
- ▶ Experience in supervising postgraduate research students;
- ▶ Experience with undertaking collaborative research projects as part of a team across institutions and/or disciplines;
- ▶ Relevant experience and track record of engaging industry, government and/or the community in teaching and research;
- ▶ Experience in securing competitive research funding, either individually or as part of a team.

## 2. Key Responsibilities

The position description should be read alongside [Academic Career Benchmarks and Indicators](#)

### 2.1 TEACHING AND LEARNING

- ▶ Coordinate and conduct lectures and tutorials at undergraduate and postgraduate level, including engagement in teaching innovation and improvement;
- ▶ Coordinate and conduct lectures and tutorials at undergraduate and postgraduate level, including engagement in teaching innovation and improvement;
- ▶ Contribute to the development and review of curriculum, along with familiarisation with the role of multimedia in relation to the curriculum and develop high quality, innovative subject material;
- ▶ Prepare project work to support student learning;
- ▶ Perform marking and assessment duties and be responsible for supervision of project marking in subjects as lecturer-in-charge;
- ▶ Teach subjects to a standard that delivers a high quality learning experience;
- ▶ Act as Subject Coordinator with responsibility for the design, development, coordinated delivery and ongoing improvement of undergraduate and graduate subjects;
- ▶ Consult with students to fosters their learning;
- ▶ Assist with supervision of graduate research students;
- ▶ Contribute to the continued improvement of teaching quality.

## 2.2 RESEARCH

- ▶ Provide a significant degree of scholarly research initiative and collaboration in the relevant discipline;
- ▶ Independently plan and carry out fundamental and application-oriented research;
- ▶ Generate conference papers for presentation at national and international conferences;
- ▶ Publish research outcomes on a regular basis by writing in high-impact journals, with the goal of submitting at least two per year as first-author;
- ▶ Develop independent research and apply for grants;
- ▶ Supervise PhD, research masters, and coursework research projects;
- ▶ Contribute to knowledge through scholarship, publications in leading journals and with leading publishers, and presentations;
- ▶ Actively engage academic and industry partners to establish effective collaborations between multidisciplinary groups across the school, the university, and national and international research/industry partners in relevant areas of research;
- ▶ Contribute to the success of the research and innovation program within the MSE.

## 2.3 ENGAGEMENT

- ▶ Build and foster partnerships with industry, government, collaborators at other universities and other stakeholders that contribute to the engagement of teaching and research in the wider community;
- ▶ Actively participate in professional activities including consulting, workshops, meetings of professional societies and short courses for external participants;
- ▶ Participate in external department activities such as student events, school visits and industry liaison activities;
- ▶ Engage in knowledge transfer and community activities beyond the university.

## 2.4 SERVICE AND LEADERSHIP

- ▶ Take a leading role in the Department to actively foster and participate in industry liaison activities consistent with the home Department's business plan;
- ▶ Drive and lead departmental committees and/or projects as required;
- ▶ Participate in administrative functions as required;
- ▶ Participate in industry liaison activities as arranged by the home Department;

## 2.5 OTHER

- ▶ Perform other tasks as requested by the supervisor or the Head of the Department;
- ▶ Undertake Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.

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

At the Melbourne School of Engineering we recognise that our staff and students are individual and unique, and celebrate the richness that comes with differences in age, race, gender, nationality, sexual orientation, physical ability and background. We are focused on creating an environment that values, supports and respects your views, knowledge and individual experience. MSE is working to:

- Represent people with diverse attributes, experiences and backgrounds
- Promote an inclusive culture in which staff feel valued, respected and comfortable being themselves in the workplace, and in which staff are encouraged to make meaningful and impactful contributions at work.
- Implement a zero-tolerance of behaviour, attitudes and practices that run counter to this diversity and inclusion

For more information on our values see:

<http://diversity.eng.unimelb.edu.au/>

### ***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:

[safety.unimelb.edu.au/people/community/responsibilities-of-personnel](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.

## **5. Other Information**

### **5.1 MELBOURNE SCHOOL OF ENGINEERING**

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

The Melbourne School of Engineering is one of Australia's leading Engineering Schools and aims to be the school of choice for the highest performing students and research staff in Australia and within the Time Higher Education Supplement top twenty Schools of Engineering internationally by 2020.

### **5.2 THE UNIVERSITY OF MELBOURNE**

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The University offers staff many benefits and prospective staff are encouraged to view the following web links:

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

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

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

### **5.3 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 [www.unimelb.edu.au/governance](http://www.unimelb.edu.au/governance).