



POSITION DESCRIPTION

Department of Management and Marketing
Faculty of Business and Economics

Lecturer or Senior Lecturer in Management (Education Focused)

POSITION NO	xxxxxxx
CLASSIFICATION	Lecturer (Level B)/ Senior Lecturer (Level C)
SALARY	\$114,645 - \$136,136 p.a. (pro rata for part-time appointment) OR \$140,433- \$161,826 p.a. (pro rata for part-time appointment)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time / part-time
BASIS OF EMPLOYMENT	Continuing OR Fixed-term (up to two years) leading to continuing 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	Professor Jill Lei hod-mgmt-mktg@unimelb.edu.au <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

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

The Department invites applications for Lecturers and Senior Lecturers who will contribute to teaching, engagement and administration activities in the Department. The position requires the ability to be a high-quality teacher, the ability to develop and innovate in curriculum design and modes of delivery, and create outstanding student learning experiences. It is expected that the Lecturer or Senior Lecturer with an education focus will disseminate new knowledge about effective curriculum design, modes of delivery and student learning experience to other colleagues in the Department and contribute to a culture of teaching innovation.

Appointees will need to have completed a Ph.D. in Management or be close to completion. All appointees will be expected to contribute to the collegial and intellectual life of the Department and their academic disciplines.

The following specific areas are of high priority:

- Strategy/International Business: Strategic management and international business.
- Entrepreneurship: Innovation and entrepreneurship management.
- Human Resource Management: Strategic and functional/operational HRM, industrial relations, and stakeholder management.
- Operations and Supply Chain Management: Project management, operations management and business analytics.
- Organisation Studies: Organisational change and organisational communication.
- Sustainability: Business, management and marketing sustainability.
- First Nations/Indigenous Business Leadership: Business, management, entrepreneurship, leadership, marketing or related areas dealing with First Nations/Indigenous peoples.

Level B Lecturer in Management (Education Focused)

As a Level B Lecturer in Management with an education focus, you will actively contribute to engaged teaching and the quality of the student experience, and student learning, while also undertaking related administration, including subject coordination, grading and processing of results. 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, grading and subject administration.

As a Level B Lecturer in Management with an education focus, you will be recognised as an outstanding educator in your field, including a capability to make a strong contribution to the department's reputation for effective and innovative educational practice. You will have deep disciplinary knowledge, and have well-established academic skills and a demonstrated record of strong academic performance, especially in education and learning. You will undertake scholarly activities and coordinating and/or leading the activities of other staff. You will make significant contributions to engaged teaching and the quality of the student experience, student learning and student outcomes, while also undertaking teaching-related administration, and contribution to educational and disciplinary-based scholarship.

Your work role will include teaching and learning, service and leadership, and scholarship and research. At Level B, you will be expected to lead and actively contribute to engaged teaching and the quality of the student experience, student learning and student outcomes, including preparation and delivery of tutorials, workshops and lectures in specific subjects related to your area of expertise, subject coordination, and supervision of others, and teaching-related administration. Your responsibilities across these different work roles may vary over time.

You will 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. The role will also provide an opportunity to lead and contribute to research and 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.

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 Master's degree level, they are expected to have completed a PhD in Management or a related discipline, or be close to completion. Applications are invited from candidates in any field related to Management; however, the areas of priority are listed above.

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.

1. Key Responsibilities

1.1 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.

1.2 RESEARCH AND RESEARCH TRAINING

- Support and lead the development of relevant grant applications to advance learning and teaching.
- Engage in pedagogical research as required to support teaching activities.
- Contribution to the scholarly culture of the Faculty through presentations at leading conferences, seminars, and workshops.
- Produce education focused or disciplinary-based scholarly outputs, including publication in high quality peer-reviewed research journals with a focus on education and learning.
- 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.

1.3 LEADERSHIP AND SERVICE

- Contribute to the collegial and intellectual life of the Department and University, through organising and participating in forums and events.

- 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.
- 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.
- Supervision and mentoring of other education focused staff.
- Participation in School, Faculty and University programs aimed to support quality in teaching and learning and enhance student experience.
- Active participation and contribution to relevant committees.

1.4 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.

2. Selection Criteria

2.1 ESSENTIAL

- Have completed or be near completion of a PhD in Management or a related discipline; and/or the equivalent relevant 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.
- 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.

2.2 DESIRABLE

- A record of developing and implementing innovative education and teaching practices.
- A demonstrated track record of research and scholarship in business and economics education.

- 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.

2.3 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)

Level C Senior Lecturer in Management (Education Focused)

As a Level C Senior Lecturer in Management with an education focus, your work role will include teaching and learning, service and leadership, and scholarship and research. At Level C, you will be expected to lead and actively contribute to engaged teaching and the quality of the student experience, student learning and student outcomes, including preparation and delivery of tutorials, workshops and lectures in specific subjects related to your area of expertise, subject coordination, and supervision of others, and teaching-related administration. Your responsibilities across these different work roles may vary over time.

You will be recognised as an outstanding educator in your field, including a capability to make a strong contribution to the department's reputation for effective and innovative educational practice. You will have deep disciplinary knowledge, have well-established academic skills and a demonstrated record of strong academic performance, especially in education and learning. You will make significant contributions to engaged teaching and the quality of the student experience, student learning and student outcomes, while also undertaking teaching-related administration, and contribution to educational and disciplinary-based scholarship. You will also undertake scholarly activities and coordinating and/or leading the activities of other staff, and contribute to the department and faculty through leadership and service.

You will engage in professional development, including peer review of teaching, and support the development of other education focused colleagues. You will take a leadership role in supporting other faculty members take an evidence-based approach to the improvement of teaching and learning practices to support strong educational outcomes and impact. The role will also provide an opportunity to lead and contribute to research and 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.

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 Master's degree level, they are expected to have completed a PhD in Management or a related discipline, or be close to completion. Applications are invited from candidates in any field related to Management; however, the areas of priority are listed above. Applications from First Nations/Indigenous scholars or a strong interest in indigenous-related topics in the discipline are strongly encouraged to apply.

1. Key Responsibilities

1.1 LEARNING AND TEACHING

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.

1.2 RESEARCH AND RESEARCH TRAINING

- Support and lead the development of relevant grant applications to advance learning and teaching.
- Engage in pedagogical research as required to support teaching activities.
- Contribution to the scholarly culture of the Faculty through presentations at leading conferences, seminars, and workshops.
- Produce education focused or disciplinary-based scholarly outputs, including publication in high quality peer-reviewed research journals with a focus on education and learning.
- 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.

1.3 LEADERSHIP AND SERVICE

- Contribute to the collegial and intellectual life of the Department and University, through organising and participating in forums and events.
- 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.
- 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.
- Supervision and mentoring of other education focused staff.

- Participation in School, Faculty and University programs aimed to support quality in teaching and learning and enhance student experience.
- Active participation and contribution to relevant committees.

1.4 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.

2. Selection Criteria

2.1 ESSENTIAL

- Have completed a PhD in Management or a related discipline; and/or the equivalent relevant 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.
- Demonstrated ability to work effectively, autonomously and within a team environment, including the ability to lead others and ensure the timely completion of tasks.
- Strong record of pedagogical research as evidenced by a growing portfolio of refereed publications in reputable journals in Management.
- 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.

2.2 DESIRABLE

- A record of developing and implementing innovative education and teaching practices.
- 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.
- An interest in engaging with the broader academic community and relevant external sectors in Australia or abroad.
- An ability to attract research/teaching grants.

2.3 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 DEPARTMENT OF MANAGEMENT AND MARKETING

The Department of Management and Marketing has more than sixty full-time equivalent academic staff in continuing positions and forty PhD students, all supported by seven full-time equivalent professional staff members. Currently, the Department has several thousand student enrolments in 139 subjects.

The Department is nominally organised in five clusters: Human Resource Management, Strategy/International Business, Marketing, Operations and Supply Chain Management, and Organisation Studies. It also covers Leadership, Entrepreneurship, and Business Sustainability as cross-disciplinary areas.

The Department's research objective is to produce high quality and impactful research, as evidenced through publications in top-tier international journals. There is a strong emphasis on encouraging a strong research culture, promoting collaboration and providing a friendly and supportive environment. The strength of the Department's research performance has been recognised through various ranking and assessment exercises, showing it is a leader in Australia, and very highly placed in the Indo-Pacific region and globally.

The Department currently hosts, hosted until recently, or supports the work of several centres and units. These include:

- Dilin Duwa Centre for Indigenous Business Leadership
- Melbourne Entrepreneurial Centre
- Wade Institute of Entrepreneurship
- Centre for Workplace Leadership
- Centre for Asian Business and Economics
- Centre for Business Analytics
- Asia Pacific Social Impact Centre
- International Centre for Research on Organisational Discourse, Strategy and Change
- Melbourne International Business Research Unit
- Melbourne Human Resource Management Unit

The Department places a high value on teaching quality. Its objective is to offer excellent teaching in both undergraduate and postgraduate programs. This is achieved by offering subjects that meet the job-ready requirements of employees, are up-to-date with developments in the disciplines of management and marketing, and are delivered using innovative teaching methods. This includes pedagogies that support online, blended and flipped classes.

The Department's main teaching activities focus on the Bachelor of Commerce degree, the postgraduate programs offered in the Melbourne Business School and the executive education programs administered by the Melbourne School for Professional and Continuing Education.

Information about the Department is available at:
<http://fbe.unimelb.edu.au/managementmarketing>

THE FACULTY OF BUSINESS AND ECONOMICS

The Faculty of Business and Economics at the University of Melbourne 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 is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute

Professional Services comprise:

- 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>