



## POSITION DESCRIPTION

Melbourne School of Engineering  
The University of Melbourne

### Academic Positions (Level B-E) - Multiple Positions

<b>POSITION NO</b>	0026419
<b>CLASSIFICATION</b>	Professor / Associate Professor / Senior Lecturer / Lecturer
<b>SALARY</b>	\$152,597 p.a. (Professor Level E) \$118,466 - \$130,513 p.a. (Associate Professor Level D) \$98,387 - \$113,446 p.a. (Senior Lecturer Level C) \$80,318 - \$95,375 p.a. (Lecturer Level B)
<b>SUPERANNUATION</b>	Employer contributions of 17%
<b>EMPLOYMENT TYPE</b>	Full-time (continuing) position
<b>OTHER BENEFITS</b>	<a href="http://www.hr.unimelb.edu.au/careers/info/benefits">www.hr.unimelb.edu.au/careers/info/benefits</a>
<b>CURRENT OCCUPANT</b>	Vacant
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://www.jobs.unimelb.edu.au">www.jobs.unimelb.edu.au</a> and use the Job Search screen to find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor Iven Mareels, Dean Tel +61 3 8344 6619 Email <a href="mailto:i.mareels@unimelb.edu.au">i.mareels@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:

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

## ***Position Summary***

Successful applicants will be expected to contribute to the Melbourne School of Engineering in teaching, research, engagement and leadership:

- ▶ They will teach in the Master of Engineering program, Advanced Masters and into the pathway New Generation Degree program subjects.
- ▶ They will supervise research higher degree students and post-doctoral researchers.
- ▶ They will undertake research of national and international significance, publish the outcomes of their research in leading journals and with leading publishers, and apply for grants in their area of research expertise.
- ▶ They will contribute to knowledge transfer through dissemination of their research and engagement with the community at a local, national and/or global level.
- ▶ They will contribute to the administration of the School and/or University, in committee or other responsibilities, as directed by the Dean or the Dean's delegate.

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

In addressing the selection criteria, your application should include a statement that identifies in particular:

- ▶ your published research to date and the contribution to your field, including why it is significant or innovative or demonstrates outstanding potential;
- ▶ your research plans (and what that future research will contribute to the field);
- ▶ your teaching interests and experience (if any) and how you approach your teaching;
- ▶ the nature and impact of your contribution through dissemination of your research and engagement with industry and the community at a local, national and/or global level;
- ▶ your plans for future knowledge transfer and community engagement.

#### **1.1 ESSENTIAL**

##### **Lecturer Level B:**

- 1.1.1 A good first degree in engineering or applied science;
- 1.1.2 A PhD in engineering, applied science or a cognate discipline;
- 1.1.3 Potential to achieve the highest levels of scholarship in engineering research;
- 1.1.4 Capacity to teach effectively across a broad range of subjects, including the capacity to develop and deliver seminars and lectures and contribute to other teaching activities;
- 1.1.5 Excellent oral and written communication skills;
- 1.1.6 Demonstrated ability to work as part of a team.

##### **Senior Lecturer Level C:**

At Senior Lecturer Level C, the successful applicant must demonstrate all of the above, and additionally must demonstrate:

- 1.1.7 A strong publication record and demonstrated independence of scholarship;

- 1.1.8 Expertise in an area of research relevant to the School and in development of educational programs and methods;
- 1.1.9 A record of attracting competitive research funding;
- 1.1.10 A record of engaging industry, government and/or the community in teaching and research;
- 1.1.11 Demonstrated engagement with the engineering profession.

**Associate Professor Level D:**

At Associate Professor Level D, the successful applicant must demonstrate all of the above and additionally must demonstrate:

- 1.1.12 Academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession;
- 1.1.13 High level leadership in the development of academic programs;
- 1.1.14 A record of leading research projects involving others;
- 1.1.15 A record of developing and leading engagement activities in teaching and research.

**Professor Level E:**

At Professor Level E, the successful applicant must demonstrate all of the above and additionally must demonstrate:

- 1.1.16 An international reputation in engineering;
- 1.1.17 The capacity to provide academic leadership in the School, the University and the wider community;
- 1.1.18 The capacity to enhance the international activities, links and standing of the School and the University.

**1.2 DESIRABLE**

- 1.2.1 A demonstrated alignment with the research strengths of the School.

**2. Special Requirements**

None

**3. Key Responsibilities**

Specific duties required may include the following:

- 3.1 Teach and examine subjects in the Master of Engineering, Specialized Masters or in engineering and breadth subjects taught in the University's New Generation Undergraduate degrees, as directed by the Dean or the Dean's delegate;
- 3.2 Consultation with students;

- 3.3 Initiation and development of subject material;
- 3.4 Acting as Subject Coordinator;
- 3.5 Supervision of the program of study of undergraduate, graduate or postgraduate students engaged in coursework or smaller research projects;
- 3.6 The conduct of research and contribution to knowledge through scholarship, publications in leading journals and with leading publishers, and presentations;
- 3.7 Knowledge transfer and community engagement;
- 3.8 Participation in administrative functions. The contribution may take the form of membership of a school or university committee, and/or by assuming some other responsibility (such as student liaison officer);
- 3.9 Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

**Senior Lecturer Level C:**

In addition to the above, responsibilities for Senior Lecturer will include:

- 3.10 Supervision of major undergraduate, graduate or postgraduate research projects;
- 3.11 Significant role in research projects including, where appropriate, leadership of a research team;
- 3.12 Significant role in knowledge transfer and community engagement;
- 3.13 A major role in planning or committee work.

**Associate Professor Level D:**

In addition to the above, responsibilities for Associate Professor will include:

- 3.14 Significant contribution to the profession and/or discipline;
- 3.15 High level administrative functions.

**Professor Level E:**

Key responsibilities in addition to the above are outlined in the document "University Expectations of a Professor" which follows as an appendix to this position description.

## ***4. Other Information***

### **4.1 BUDGET DIVISION**

<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 top ten faculties internationally by 2015.

The School comprises the Departments of: Infrastructure Engineering; Chemical and Biomolecular Engineering; Computer Science and Software Engineering; Electrical and Electronic Engineering; and Mechanical and Manufacturing Engineering. In addition, the

School is at the forefront of engineering research through the development and operation of numerous research-based centres.

#### 4.2 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked by the THES among the world's top 50 universities.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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

#### 4.3 GROWING ESTEEM AND THE MELBOURNE MODEL

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

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 Model. 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.

#### 4.4 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

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

## ***5. Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities***

All staff are responsible for the following safe work procedures and instructions:

### **5.1 EMPLOYEES MUST**

- ▶ cooperate with the University in relation to activities taken by the University to comply with OHS and EHS legislation.
- ▶ comply with the OHS and EHS manuals
- ▶ adopt work practices that support OHS and EHS programs
- ▶ take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- ▶ seek guidance for all new or modified work procedures
- ▶ ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- ▶ participate in meetings, training and other environment, health and safety activities
- ▶ not wilfully place at risk the health or safety of any person in the work place
- ▶ not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

### **5.2 SUPERVISORS ARE RESPONSIBLE FOR:**

- ▶ developing new work procedures, as required, in conjunction with relevant persons
- ▶ providing all staff with relevant OHS and EHS information in an appropriate manner
- ▶ providing personal protective equipment and clothing if hazards cannot be fully eliminated
- ▶ providing adequate supervision through technical guidance and support
- ▶ identifying and controlling hazardous conditions
- ▶ providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ▶ ensuring that all accidents and incidents are reported

### **5.3 MANAGERS AND SECTION HEADS ARE RESPONSIBLE FOR:**

- ▶ maintaining compliance with all OHS and EHS policies and procedures by regular performance review
- ▶ conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required
- ▶ ensuring that all staff, including contractors under local control, are appropriately inducted
- ▶ providing relevant OHS and EHS information and ensuring appropriate training;

- ▶ identifying health monitoring needs, in consultation with the Occupational Physician
- ▶ maintaining appropriate records as required by the University's Records Services Department
- ▶ ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS and EHS issues
- ▶ investigating all reported incidents and reporting to department heads all action taken to prevent a similar occurrence

#### **5.4 ACADEMIC STAFF**

- ▶ In addition to the above, Academic Staff are responsible for ensuring that an equivalent standard of OHS and EHS is afforded to their students as is afforded to University staff generally. Academic staff are deemed to have principal supervisory duty for undergraduate and postgraduate student activities.



THE UNIVERSITY OF  
MELBOURNE

## **UNIVERSITY EXPECTATIONS OF A PROFESSOR**

The roles of professors have undergone considerable change in recent decades. External demands on universities today, as well as imperatives within institutions, have created some confusion and division of opinion about what now constitute appropriate roles.

The University of Melbourne has its own special features and mission, and hence the role of a professor in this University can be expected to differ from that in many other institutions. It is thus appropriate to clarify what the University expects of its professors.

The expectations of a professor in the University rest primarily on the nature of academic and professional leadership appropriate for a major international research university. Professors must always be distinguished academically in an international environment and are expected to maintain that distinction. While some may confine their leadership largely within their strict academic discipline (as shown, for example, by providing a focus and inspiration for research and teaching in their area of expertise), it is unlikely to be fulfilled simply by continuing to pursue their own work in isolation from others, as this does not denote leadership.

Professors in the University of Melbourne distinguish themselves by demonstrating leadership that can take several forms:

- Leading a group of individuals in research centred around the Professor and broader research leadership developing the research talents of other academics;
- Leading staff members involved in developing undergraduate or graduate teaching;
- Leading the overall management of particular functions in a department, such as teaching activities; coordination of a department's research or undergraduate teaching activities;
- Leading in an academic field as evidenced by publications in outstanding journals, or as the editor of journals, authorship of books, monographs and artistic works, invited papers and presentations at international conferences and by the organisation of such conferences;
- Leading in management particularly in assisting individuals and/or groups to channel and focus their efforts;
- Leading in the community beyond the University, particularly in professional organisations and institutions and in industrial and/or government and business activities.

**In more specific terms, the expectations of a professor may be clarified as follows:**

1. In all cases, the professor is expected to foster the research of other groups and individuals within the Department, within the discipline and within related disciplines. In particular, guidance and assistance to more junior staff in developing their capacity for teaching and research is of great importance. In many disciplines, provision of an environment for honours and graduate students is dependent upon the ability to attract external funds. Many professors will secure substantial grants which

cover teams including junior staff while others will carry on research at a more individual level. Professors should introduce research students and colleagues to useful networks inside and outside the University. Normally, professors will also be required to carry a teaching load and be involved in some of the large classes and in teaching of both undergraduate and graduate students.

2. It is expected that a professor will seek continuing improvement in academic standards rather than merely maintaining them, and make a distinguished contribution to teaching in the faculty and University. A professor should be expected to provide leadership in curriculum development, design of courses, and innovations in the delivery of teaching in the discipline. Professors should be role models in their relationships with students and with professional staff at all levels. They should be accessible in the Department/Faculty and should take part in the community life of the University, including ceremonies where degrees are awarded to students of the department and to persons honoured by the University.
3. Professors are expected to participate in the appropriate national and international organisations of their discipline or profession. In most fields, such international involvement and standing should be clearly evident. It is expected that a professor will serve on expert committees, be willing to participate in reviews and to work at a national and international level.
4. Professors have a responsibility to advance the image of the University in the community locally, nationally and internationally. That image will be enhanced by excellent research and good teaching, the receipt of awards and participation in major conferences. Community involvement might also be demonstrated in adopting the role of a public intellectual who contributes to the nation's culture and institutions. This might take many forms, including media commentary and the preparation of opinion articles, speaking at public events, and visits to schools and other community organisations.
5. Professors should be willing to contribute in policy formation and management of their department, their faculty and the University (through the Academic Board) where from time to time they have a contribution to make. They should play a constructive role in appointment, confirmation and promotion processes for academic and professional staff.
6. It is expected that professors from time to time carry out senior executive roles in the University, Faculty and/or Department.

Endorsed by Academic Board  
Approved by Council August 2009