



POSITION DESCRIPTION

Management and Marketing
Faculty of Business and Economics

LECTURER OR SENIOR LECTURER IN MANAGEMENT

POSITION NO	0020215
CLASSIFICATION	Senior Lecturer - Level C or Lecturer - Level B
SALARY	An attractive remuneration package commensurate with qualifications and experience will be offered to the successful candidate
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time (continuing) position commencing February 2013
OTHER BENEFITS	www.hr.unimelb.edu.au/careers/info/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to www.jobs.unimelb.edu.au and use the Job Search screen to find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Denise Simon Tel +61 3 8344 4447 Email 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:

www.hr.unimelb.edu.au/careers

Position Summary

The Department of Management and Marketing is seeking to appoint three academic staff who can demonstrate a clear ability to undertake a full range of academic responsibilities in at least one of the following areas of expertise;

- management
- human resource management
- operations management
- International Business
- Strategy

Research interests involving Asia are particularly valued.

The responsibilities include developing, teaching, and administering subjects in the candidate's specialist disciplinary area at undergraduate and postgraduate levels, supervising Honours, Masters, and/or Doctoral students and participating in and contributing to the collegial and intellectual life of the Department, the Faculty, the University, and the wider community. The successful candidate will be expected to engage in research in his/her discipline and publish regularly in high quality research outlets. The appointments will be made at either Lecturer or Senior Lecturer level depending on experience.

1. Selection Criteria

SENIOR LECTURER (LEVEL C)

1.1A ESSENTIAL CRITERIA

- ▶ A PhD in one of the nominated areas of expertise, or a closely related discipline
- ▶ A demonstrated capability to undertake research in one of the nominated areas of expertise, that has been published in high quality research outlets such as leading international journals, peer-reviewed conference proceedings, chapters in books, and/or books
- ▶ A demonstrated capability to complement and enhance existing areas of research in the Department
- ▶ A demonstrated ability to teach subjects effectively at undergraduate and graduate levels
- ▶ A demonstrated capability to undertake effective supervision of research higher degree students
- ▶ A demonstrated ability to work collaboratively and collegially within an academic unit

1.2A DESIRABLE

- ▶ Proven capability in leading research and teaching teams
- ▶ Capability to teach in professional masters programs
- ▶ Experience in designing and delivering executive education programs

LECTURER (LEVEL B)

1.1B ESSENTIAL

- ▶ A PhD in one of the nominated areas of expertise, or a closely related discipline, which will be completed by commencement of appointment
- ▶ A demonstrated capability to undertake research in one of the nominated areas of expertise, that has been published in high quality research outlets such as leading international journals, peer-reviewed conference proceedings, chapters in books, and/or books
- ▶ A demonstrated capability to complement existing areas of research in the Department
- ▶ A demonstrated ability to teach effectively at undergraduate and graduate levels
- ▶ A demonstrated ability to work collaboratively and collegially within an academic unit

1.2B DESIRABLE

- ▶ Capability to teach in professional masters programs
- ▶ Capability to undertake effective supervision of research higher degree students

2. *Special Requirements*

- ▶ After hours work may be required from time to time due to teaching timetables and attendance at functions and events, including Open Day, Student Advice Days and graduation ceremonies.

3. *Key Responsibilities*

3.1 RESEARCH

- ▶ Engage in research resulting in publication in leading international journals and other scholarly outlets
- ▶ Publish in top tier refereed journals, books or monographs, reports and refereed conference proceedings and, achieve the Department's requirement for publications in accordance with the Department's Journal Ranking List
- ▶ Actively attempt to secure external and internal research funding through competitive processes
- ▶ Act as effective member of a research team

3.2 TEACHING

- ▶ Contribute to the strategic development of teaching subjects, related to the discipline of expertise, at undergraduate and postgraduate levels
- ▶ Prepare, deliver and coordinate lectures, tutorials and seminars
- ▶ Develop curriculum and teaching materials, including use of multi-media platforms
- ▶ Initiate and develop subject materials
- ▶ Enable consultations with students
- ▶ Undertake administration of tasks associated with the subjects taught, including management of tutors
- ▶ Undertake marking and assessment associated with the subjects taught
- ▶ Supervise Honours, Masters and/or PhD students

3.3 SERVICE TO DEPARTMENT

- ▶ Participate in Department and Faculty meetings and committee work
- ▶ Participate in functions promoting the Department such as Open Day, Graduation Ceremonies, Seminars and VCE Lectures
- ▶ Contribute to the collegial and intellectual life of the Department
- ▶ Undertake other administrative duties as appropriate to the level of appointment

3.4 OCCUPATIONAL HEALTH AND SAFETY

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5

4. Other Information

4.1 ORGANISATION UNIT

The Department has 37 academic staff and more than 30 PhD students all supported by 7 professional staff members. In 2011 the department had over 10,000 enrolments in more than 100 subjects.

The Department also incorporates the International Centre for Research on Organizational Discourse, Strategy & Change (ICRODSC), the Foundation for Sustainable Economic Development (FSED), the Melbourne Centre for International Business (MCIB) and the Centre for Human Resource Management (CHRM).

The Department places a high value on teaching quality. Its objective is to offer excellent teaching in both undergraduate and graduate programs, to offer a set of subjects that meet the requirements of students and which are up-to-date with developments in the disciplines of Management and Marketing, as well as to seek to be innovative in methods of teaching.

The Department's main teaching activities focus on the Bachelor of Commerce degree, the graduate programs offered in the Melbourne Graduate School of Management, and the Executive Education programs administered by the Faculty.

The normal teaching load is 86-92 contact hours a year across two twelve week teaching semesters. Each subject comprises three hours per week taught across the semester. Teaching assistants and tutors are appointed to assist with the largest undergraduate classes.

The administrative unit is responsible for all aspects of the administration of the Department, including financial, human resources, and student issues. The Professional Staff are responsible for providing advice and services to staff, students, other University Departments and external organisations.

Information about the Department is available at: www.managementmarketing.unimelb.edu.au

4.2 RESEARCH

The Department's research objective is to produce high-quality research publishable in elite international journals. There is a strong emphasis within the Department on encouraging a good research culture, promoting collaboration and on providing a friendly and supportive atmosphere. The Department is also interested in supporting the Faculty's strategy of having a strong research focus on Asia, already a feature of the work of a number of the

Department's staff. The strength of the Department's research culture was recently indicated by the Australian Government's 2010 "Excellence in Research for Australia" evaluation where it received the highest possible ranking of 5 ("Well above world standard") for both "Business & Management" and "Marketing".

(see http://www.arc.gov.au/era/outcomes_2010/FoRindex).

4.3 BUDGET DIVISION

The Faculty of Business and Economics has been a leading provider of business and economics education since 1924. It is committed to research excellence and engagement, the highest quality academic programs, and strongly linked via formal alliances and partnerships to business, government, and the wider community. It has an active advisory board where business leaders, government representatives, and community leaders have a substantial and meaningful role in the implementation of the Faculty's vision. The Faculty has strong connections with leading international universities. These external connections together with its own world class academics, outstanding professional staff and strong leadership provides the foundation to become the leading business and economics faculty in the Asia Pacific region.

There are approximately 8290 students enrolled in undergraduate and postgraduate degrees within the Faculty. The Faculty is the home of the BCom and BCom (Hons); a much sought after undergraduate degree nationally and internationally. The Graduate School of Business and Economics (renamed in 2010 from the Melbourne Graduate School of Management), offers the full suite of professional masters programs for those with little work experience right through to the experienced executive. It is also the home of leading research masters degrees and the PhD. The Faculty is exploring the options to expand its offerings in Executive Education to ensure that it meets the life-long learning needs of industry, government and the community.

The home of the Faculty of Business and Economics is a new five star energy rated green building recognised and awarded 'Australian Excellence' by the Australian Green Building Council. This state-of-the-art facility features a range of collaborative and individual teaching spaces, open-access laboratories, two lecture theatres (409 and 100 seat) and student break-out areas for informal learning. This is supported by cutting-edge audio visual and information technology to facilitate engagement and interaction for both students and staff.

Organisational structure

Within the Faculty there are five academic departments which are:

- Accounting and Business Information Systems;
- Economics;
- Finance;
- Management and Marketing; and
- The Melbourne Institute of Applied Economic and Social Research (Melbourne Institute).

There is also a number of student and academic support centres within the Faculty including:

- The Commerce Student Centre (Undergraduates);
- The Graduate School of Business and Economics Student Centre;
- The Graduate School of Business and Economics Careers Centre; and
- The Teaching and Learning Unit.

The administrative support services of the Faculty (“Professional Service Units”) are centralised within the Business Centre of the Faculty and provide dedicated professional support to the Schools, Departments, Units and Centres. The five PSUs are:

- Finance and Resources (including EHS)
- Human Resources;
- Information Technology;
- Research Support; and
- Advancement, Marketing and Alumni

Further information about the Faculty is available at <http://www.fbe.unimelb.edu.au/>

4.4 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.

4.5 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

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.

4.6 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.

4.7 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.

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.