

POSITION DESCRIPTION

Office for Environmental Programs
Faculty of Science

Teaching Assistant

POSITION NO	0048551
CLASSIFICATION	Level A
SALARY	\$72,083* – \$97,812 pro rata. (*PhD entry level \$91,125 pro-rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time (0.8 FTE)
BASIS OF EMPLOYMENT	Fixed term (1 July 2019 to 23 Dec 2022) This is a Teaching Specialist appointment.
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Associate Professor David Kennedy Tel: +61 3 8344 9168 Email davidmk@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

Position Summary

The Teaching Assistant is responsible for supporting teaching in face-to-face and online graduate research subjects in the Office for Environmental Programs (OEP) and being an active part of the course planning team. Duties include class preparation, the delivery of tutorials, practicals and workshops, marking and subject administration, and student consultation. Supported subjects will include the 13 research subjects hosted by the Office for Environmental Programs and the two core subjects Sustainability Governance & Leadership (MULT90004) and Interdisciplinarity and the Environment (MULT90005).

This is a Teaching Specialist position.

1. Key Responsibilities

1.1 TEACHING AND LEARNING

- ▶ Produce and maintain teaching materials in consultation with the Program Director, Office for Environmental Programs.
- ▶ Deliver tutorials, practicals and workshops for the research subjects.
- ▶ In accordance with University procedures, coordinate the marking of tests, assignments, exams and research reports where appropriate, and collate marks.
- ▶ Provide face-to-face and online student consultation and course planning.
- ▶ Provide mentoring and advice to students with practical work and assignments.

1.2 TEACHING ADMINISTRATION

- ▶ Manage the research assessment process from application to grade finalisation.
- ▶ Supervise sessional demonstrators, as required
- ▶ Supervise practical or workshop sessions, as required
- ▶ Attend meetings as deemed appropriate by the Director, Office for Environmental Programs
- ▶ Maintain and update learning management system content for subjects as required
- ▶ Collate subject data and marks
- ▶ Contribute to the assessment of course applications.

1.3 PROFESSIONAL DEVELOPMENT

- ▶ Undertake training as deemed appropriate to changes in responsibilities or tasks

1.4 OCCUPATIONAL HEALTH AND SAFETY (OH&S)

Regarding general Environment, Health & Safety matters, you will be responsible for:

- ▶ Following safe work procedures and instructions
- ▶ The incumbent will be required to undergo training as a first-aid officer
- ▶ Taking reasonable care for the safety of self and others
- ▶ Ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor

- ▶ Participating in meetings, training and other health and safety activities
- ▶ Undertake all mandatory training as per University requirements
- ▶ Occupational Health and Safety (OH&S) responsibilities as outlined in section 5

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A Masters degree or doctorate in environmental science or studies or a related discipline
- ▶ Excellent verbal and written communication skills in English, including the capacity to explain material plainly and helpfully
- ▶ Experience in demonstrating and tutoring and a commitment to teaching and contributing to graduate teaching programs
- ▶ Well-developed skills in use of computer software for word processing, spreadsheets and data management.
- ▶ Ability to improvise and adapt to new demands; including exploring and implementing different teaching methods
- ▶ Excellent organisational skills, including the capacity to plan your own time, organise practical work and to coordinate activities of sessional demonstrators
- ▶ A demonstrated capacity to set high standards for your own work performance, including the ability to pay attention to detail and apply accurate record keeping

2.2 DESIRABLE

- ▶ A teaching qualification
- ▶ Familiarity with University Learning Management Systems

3. Special Requirements

None

4. 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.

5. 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.

6. Other Information

6.1 OFFICE FOR ENVIRONMENTAL PROGRAMS

<http://environment.unimelb.edu.au/home>

The Office for Environmental Programs was formed in 1999 and co-ordinates the nested programs of Certificate, Diploma and Master of Environment. The program employs 3 academic and 3 professional permanent staff which manage over 400 graduate students. Teaching is conducted across nine faculties with the program offering two core, three elective and 13 capstone subjects. Students specialise in one of 12 streams which range from Development Studies and Public Health to Environmental Science. The students are a mix of career-changers and specialists.

6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia*. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 53,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$315 million of income per annum, with a staff base in the order of 290 professional staff, and more than 630 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,700 undergraduate and 2,400 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$80 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

*Based on 2018-19 subject rankings by QS and Time Higher Education

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>.

6.3 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.

6.4 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>

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