



POSITION DESCRIPTION

Department of Management and Marketing
Faculty of Business and Economics

Lecturer in Management and/or Marketing

POSITION NO	0031931 (Up to three new positions for 2014 appointment)
CLASSIFICATION	Level B
SALARY	\$87,333 - \$103,704 p.a.
SUPERANNUATION	Employer contribution of 9.25%
EMPLOYMENT TYPE	Full time (fixed term) position commencing February 2014, for a period of 2 years Fixed term contract type: Specific Task or Project
OTHER BENEFITS	www.hr.unimelb.edu.au/careers/info/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications only accepted. 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	Professor Leisa Sargent Head of Department 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 websites:

www.hr.unimelb.edu.au/careers
www.hr.unimelb.edu.au/careers/working-at-melb

Position Summary

The appointee is expected to have expertise in the relevant discipline area (management or marketing). The appointee will contribute to the development of curriculum, teach and administer undergraduate and graduate subjects in the Department.

The appointee will also engage in research in their disciplinary area and seek to publish in leading international journals, as well as other scholarly outlets. The appointee is also expected to contribute to the collegial and intellectual life of the Department. These positions are open due to contractual research commitments of existing academic staff.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Have submitted their PhD in the relevant discipline area by commencement of the appointment.
- ▶ A capability to undertake research that has been or will be published in high quality research outlets.
- ▶ Demonstrated a strong pipeline of research and a program of future research.
- ▶ Capability to teach effectively at undergraduate and graduate levels in management and/or marketing.
- ▶ Capability to deal efficiently with administrative tasks relevant to the position and to interact positively with academic and administrative staff.
- ▶ Excellent written and verbal communication skills.
- ▶ Strong computer literacy including a proficiency in the Microsoft Office suite and a demonstrable familiarity with multimedia such as web-based applications such as LMS.

1.2 DESIRABLE

- ▶ Being a productive member of research and/or teaching teams.
- ▶ Capability to collaborate to develop competitively funded research projects.

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

- ▶ The expectation of a level B academic is submission of two manuscripts including the presentation of this work at premier international conferences, in accordance with Department norms and expectations and to submit these works to Journals on the Department List that is current at the time of your appointment. The manuscripts would need to be submitted during tenure in the position.

- ▶ To collaborate with colleagues to actively seek to secure external and internal research funding through competitive processes.
- ▶ To support, and participate in, the research activities of the Department.
- ▶ To actively review papers and manuscripts for scholarly conferences and high quality journals.

3.2 TEACHING

- ▶ Preparation, delivery and coordination of lectures, tutorials and seminars as subject coordinator.
- ▶ Consultation with students.
- ▶ Administrative tasks associated with the subjects taught, including management of tutors, marking and assessment tasks, etc.
- ▶ Review teaching and learning processes and outcomes to ensure quality assurance.

3.3 SERVICE TO THE DEPARTMENT

- ▶ Participate in Department and Faculty meetings and committee work, as required.
- ▶ 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 administrative duties as appropriate to the level of appointment and as requested by the Head of Department.
- ▶ 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

Department information is available at www.managementmarketing.unimelb.edu.au

The Department of Management and Marketing provides world-class management and marketing education.

Currently, we have 42 full-time academic staff teaching 44 undergraduate subjects and 54 postgraduate subjects, to a combined enrolment of approximately 8000 students.

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

RESEARCH

The Department's research objective is to produce high-quality research publishable in premier international journals. There is a strong emphasis within the Department on encouraging a positive research culture, promoting collaboration and on providing a productive and supportive atmosphere.

TEACHING

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 are up-to-date with developments in the disciplines of Management and Marketing, and to seek to be innovative in methods of teaching.

The main teaching is in the Bachelor of Commerce Degree and graduate programs offered through the Melbourne Business School.

The teaching load for is two subjects per year. Each subject comprises three hours per week taught over a twelve-week teaching semester or in summer semester. Teaching assistants and tutors are appointed to assist with the large undergraduate classes. Marking support is provided for large postgraduate classes.

ADMINISTRATION

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.

4.2 BUDGET DIVISION

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 of Applied Economic and Social Research

The Faculty has a number of student and academic support centres, including:

- The Commerce Student Centre (Undergraduates)
- Melbourne Business School (Postgraduate)
- Business and Economics Careers Centre
- The Centre for Excellence in Learning and Teaching

Administrative support to the Departments, Units and Centres is provided by five Professional Service Units:

- Finance
- Human Resources (including EHS)
- Research Support
- Marketing and Communications
- Advancement

Our Programs

There are around 6,500 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. From 1 May 2013 all 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 37,000 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.

4.3 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 among the world's top universities. Further information about our reputation and global ranking is available at www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

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.

4.4 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.

4.5 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.

4.6 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)*

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.