

POSITION DESCRIPTION

FACULTY OF ARTS

Graduate Researcher Academic Associate

Position No	Multiple new positions
Classification	Level A, Education Focussed
Salary	\$92,243 (pro rata for part-time)
Superannuation	Employer contribution of 17%
WORKING HOURS	Full-time Graduate Researcher: min. FTE: 0.2 max average of FTE 0.3 over 12 months
BASIS OF EMPLOYMENT	<p>Fixed term for 12 months</p> <p>The Faculty of Arts recognises the University's primary commitment and priority is to the successful completion of the GR's academic studies when arranging GRAA hours of work and workload; and as such an individual may not engage with other University of Melbourne work outside of the GRAA contract.</p>
Other Benefits	https://about.unimelb.edu.au/careers/staff-benefits
How to Apply	<p>All current Faculty of Arts Graduate Research students will be sent a link to apply via canvas announcements by the Graduate Research Support Team. You will not be able to apply without the link.</p> <p>Applications will be submitted via Workday</p>
Contact For enquiries only	<p>Arts-HR@unimelb.edu.au</p> <p><i>Please do not send your application to this contact</i></p>

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 Faculty of Arts Graduate Researcher Academic Associate (GRAA) Position

The GRAA positions offered in the faculty of Arts are Education Focussed roles that contribute positively, both individually and as part of a team, to educating, inspiring and supporting students. The role makes important contributions and achievements to the quality of student experience, learning and outcomes, working primarily in the domain of Education and across the dimensions of the University's Framework for Educational Excellence.

The incumbent will work directly with the academic teaching team and be responsible for carrying out education related activity for one or more subjects in one of the following areas:

- Arts History and Curatorship
- Arts and Cultural Management
- Classics and Archaeology
- Creative Writing
- English and Theatre Studies
- History
- History and Philosophy of Science
- Indigenous Studies
- Linguistics and Applied Linguistics
- Media and Communications
- Philosophy
- Screen and Cultural Studies

In this role, the GRAA will work closely with Subject Coordinators to successfully administer and deliver the subject/s, engaging in leading-edge educational pedagogies. The successful candidates will be passionate about education in the area that they are appointed to and will enjoy teaching.

Note: Supervision of employment and supervision of graduate research are undertaken independently by different members of staff, but communication between both supervisors and graduate researchers is key to the successful progression of study and performance of paid work.

1.1 KEY RESPONSIBILITIES

EDUCATION

TEACHING AND LEARNING

- Conduct tutorials to a high standard using the provided subject tutorial guidelines and relevant content available on Canvas
- Undertake preparation in accordance with tutorial guidelines provided by the subject coordinator, and complete associated work, including student consultation
- Develop resources to support students (e.g., FAQs)
- Attend lectures as required

CONSULTATION/ STUDENT CONTACT

- Conduct regular consultation with students and respond to student queries
- Support Subject Coordinator in managing student requests, including extensions in line with University Policy, as required

ASSESSMENT

- Assess and provide timely feedback to students on work submitted for assessment.
- Undertake assessment administration as directed

MANAGEMENT & ADMINISTRATION

- Communicate potential issues to the Subject Coordinator
- Attend regular meetings with Subject Coordinator and casual staff

1.2 PROFESSIONAL DEVELOPMENT

Undertake University required training sessions/programmes

Attendance at regular School meetings as required and directed by the University

For graduate researchers whose employment includes teaching responsibilities, this position will provide 30 hours paid time annually to undertake University of Melbourne certified teaching development. These are anticipated to include one of the following CSHE certificate courses:

- The [Certificate in Small-Group Teaching CSGT](#), a professional development program for those new to university teaching and those interested in solidifying their understanding of key principles and practices of effective teaching and learning. The CSGT is focused primarily on aspects of teaching and learning related to small-group contexts, such as tutorials, seminars, and demonstration; and
- The [Melbourne Teaching Certificate \(MTC\)](#), a professional development program for University of Melbourne staff with teaching-related responsibilities. The MTC is a cohort-based program completed across one semester, and participants must demonstrate some previous teaching experience and teaching responsibilities at the University of Melbourne in the semester in which they undertake the MTC program
- CSHE First Steps for the Future, a key first step in an Academic career is landing that first post PhD role. This program will introduce PhD who are interested in a career of academia to the landscape of academic roles in Australia, as well as provide them an opportunity to develop and receive feedback on first draft application materials. At total of 6 to 8 hours (TBC) over two days.
- Other opportunities for Professional Development include attending Faculty/School teaching workshops, attending the CSHE Student Wellbeing Conference or working with your employment supervisor on developing and providing a lecture.

1.3 SELECTION CRITERIA

ESSENTIAL

- Currently enrolled University of Melbourne student undertaking a graduate research degree in the Faculty of Arts who:
 - Is making satisfactory progress in their course and have passed their confirmation
 - Has discipline and domain knowledge in the preferred subject cluster area
 - Has an ability to contribute positively, both individually and as part of a team, to educating, inspiring and supporting students
 - Has excellent written and verbal communication and interpersonal skills
 - Has excellent organisational skills with the ability to manage one's own time effectively, administer multiple tasks simultaneously and meet deadlines
 - Has an ability to engage positively in learning and the professional and career development of self and others
 - Will uphold the University's expectations for appropriate and respectful behaviour, including respect; to uphold the University's commitment to a safe, diverse and inclusive workplace; and to comply with the University's statutes, delegations, policies and processes

1.4 OTHER JOB-RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.
- GRAA's will be expected to use a University staff email account through the University's Identity Management system. All correspondence relating to their employment must be sent and received through their staff e-mail account.

2. The Melbourne Graduate Researcher Academic Associate Scheme

The University of Melbourne's Graduate Researcher Academic Associate scheme aims to improve the overall experience of Melbourne graduate researchers, including by fostering greater inclusion of graduate researchers within the University's academic mission, life and community. The scheme invests in the academic training and career development of University of Melbourne graduate researchers, while also providing increased job security.

Key objectives of the scheme:

- Provide graduate researchers with career advancing opportunities to undertake meaningful, paid academic work and to develop professional skills across the academic domain of Education
- Provide graduate researchers with paid and certified development to support their professional and career development
- Establish new, secure academic employment opportunities for graduate researchers

Eligibility criteria for Graduate Researcher Associate positions:

- University of Melbourne students undertaking a graduate research degree (Doctor of Philosophy) who are:
 - Making satisfactory progress in their course and have passed their confirmation, or
 - Otherwise approved by their Head of School
- Associates must continue to comply with the requirements of their candidature, including maintaining the time commitment appropriate for their study load, and continuation of employment in an Associate position is contingent on their satisfactory progress
- Students receiving stipends must continue to comply with the conditions of award of their funding, and conditions on the receipt of income from another source to support living costs while undertaking study may impact eligibility for a Graduate Researcher Associate position
- Graduate researchers are only eligible to apply for a Graduate Researcher Associate position within the Faculty they are enrolled in as a student

Graduate Researcher Academic Associate positions are fixed-term part-time, with:

- a minimum FTE of 0.2 and a maximum FTE of 0.3 for full-time Graduate Researchers
- minimum 1 year and maximum 5 years in duration, aligned with candidature.

Individual positions are designed to:

- Provide career-advancing opportunities for graduate researchers
- Provide a minimum of 30 hours of paid time annually to undertake certified development to support professional and career development
- Contribute meaningfully to the achievement of local Education programs

Note:

- Supervision of employment and graduate research are undertaken independently by different members of staff, but communication between both supervisors and graduate researchers is key to the successful progression of study and performance of paid work

3. 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.

4. 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.

5. Other Information

OUR SCHOOLS

ASIA INSTITUTE

The University's key centre for study in Asian languages and cultures, with programs including Arabic, Chinese, Indonesian and Japanese languages, alongside Asian, Islamic and Contemporary Chinese

SCHOOL OF CULTURE AND COMMUNICATION

With programs in Art History, Arts and Cultural Management, Indigenous Studies, Creative Writing, English and Theatre Studies, Media and Communications, Publishing and Editing, Journalism, and Screen and Cultural Studies.

SCHOOL OF HISTORICAL AND PHILOSOPHICAL STUDIES

Encompassing History, History and Philosophy of Science, Philosophy, Jewish and Hebrew Studies, Conservation and Classics and Archaeology.

SCHOOL OF LANGUAGES AND LINGUISTICS

Includes French, German, Italian, Russian and Spanish languages, alongside European studies, Latin American studies and Linguistics, Applied Linguistics and English as a Second Language.

SCHOOL OF SOCIAL AND POLITICAL SCIENCES

With programs in Anthropology and Development Studies, Criminology, Gender Studies, Political Science, and Sociology and Social Policy.

5.1 FACULTY OF ARTS

The Faculty of Arts at the University of Melbourne brings together leading scholars across 40 disciplines of study in the Humanities and Social Sciences. Our academic staff are of international standing and committed to excellence in teaching and research.

The Faculty is home to the University's first degree, the Bachelor of Arts, which is one of the most sought-after degrees in Australia, consistently attracting outstanding students from around the country and internationally. Our teaching programs encourage critical inquiry, creativity, global perspectives and the questioning of ideas. In 2016, the Faculty opened Arts West – an award-winning building in the heart of the historic campus and a new home for the Bachelor of Arts. Arts West supports active and informal learning through object-based learning laboratories and purpose-built teaching spaces which has transformed teaching and learning in the Humanities and Social Sciences, setting a new benchmark in the Asia region.

Over its 150-year history, the Faculty has produced leaders in a wide range of fields, including government, business, creative industries and media, community and not-for-profit organisations. The Faculty maintains strong strategic relationships with leading international universities through joint teaching collaborations, research projects and student exchange programs. Partnerships with government, not-for-profit and private organisations facilitate work integrated learning opportunities for our students and research collaboration with our researchers. The Faculty has an active and vibrant outreach program, promoting lifelong learning in the Humanities and Social Sciences.

The Faculty actively seeks to welcome and value the unique contributions of people from all backgrounds and is committed to diversity and inclusion practices to achieve our vision. Our Faculty has gender parity across all levels and supports its staff through initiatives such as the Faculty of Arts Conference Childcare Support Scheme, the Faculty's mentoring program and the Divisional Indigenous Development Plan (DIDP).

<https://arts.unimelb.edu.au/>

5.2 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>

5.3 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.

5.4 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 <https://about.unimelb.edu.au/strategy/governance>