

POSITION DESCRIPTION HR 16

This form is to be used when a new position is created or any changes to the position description of an existing position have been made. The form is to be attached to the Position Description documentation and forwarded to Personnel Services

POSITION TITLE:	LECTURER
POSITION NUMBER:	G0011839
CLASSIFICATION:	LECTURER LEVEL B
ORGANISATION UNIT:	MEDIA AND COMMUNICATIONS PROGRAM
BUDGET DIVISION :	FACULTY OF ARTS
CURRENT OCCUPANT:	VACANT

This Position Description is approved by:

Signatures:

Occupant	Date :/...../.....
Supervisor	Date :/...../.....
Head of Organisation Unit	Date :/...../.....
Endorsed by Head of Budget Division:	
Signature	Date :/...../.....

The University of Melbourne - Careers for Outstanding People

The University of Melbourne is an international research and teaching university. We employ people of outstanding calibre and offer a unique environment where staff are valued and rewarded.

Founded in 1853, the University commenced teaching its first students in 1855. Now, the University has over 30,000 students in a broad range of professional disciplines. Over 6000 students are higher degree students. The University has over 5000 staff members. The University is Australia's leading research based university, with an international profile through its reputation for scholarship and teaching. It is a founding member of Universitas 21, an international federation of universities.

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

The Vice Chancellor is the Chief Executive Officer of the University and responsible academic matters. Reporting to the Vice-Chancellor are the Deans of each Faculty, three Deputy Vice-Chancellors, the Vice-Principals Administration, Corporate Services, Information, University Development and the Vice-Principal and Academic Registrar.

The Faculty of Arts

Arts is the University's oldest and one of the University's largest faculties, with more than 6000 undergraduate and postgraduate students. The first degree awarded by the University was the Bachelor of Arts (BA) in 1858, and the first degree awarded to a female student was again the BA in 1883. The Faculty is distinguished internationally for the quality of its research and graduate study and has considerable success in attracting funding for its research programs.

The Faculty has ten departments (Criminology, English, French and Italian Studies, Germanic Studies and Swedish, History, History and Philosophy of Science, Linguistics and Applied Linguistics, Philosophy, Political Science and Social Work), an Institute of Asian Languages and Societies, a School of Fine Arts, Classical Studies and Archaeology, School of Anthropology, Geography and Environmental Studies and eight centres (The Australian Centre, The Ashworth Centre for Social Theory, the Horwood Language Centre, the Language Testing Research Centre, the Centre for Applied Philosophy and Public Ethics, the Centre for Public Policy, the Contemporary Europe Research Centre and the Centre for Classics and Archaeology). A variety of areas of study are offered in the languages, literature and culture of other peoples, the humanities, and the social sciences, including many interdepartmental programs.

The Arts Faculty includes amongst its objectives to advance, preserve and refine knowledge through critique and research, to provide professional and general education in its specific disciplines, and to contribute to the intellectual and cultural life of the community through its public programs.

The Faculty offers four Bachelor's programs (the Bachelor of Arts, the Bachelor of Letters, the Bachelor of Social Work, and the Bachelor of Public Policy and

Management) a range of Graduate Certificates, Graduate and Postgraduate Diplomas, and Masters programs by both research and coursework.

The Department of English

The Department of English houses about 20 full-time staff, including two professors, who teach approximately 350 undergraduate EFTSUs, and approximately 70 HD EFTSUs. The Department offers majors in literary studies, cultural studies and creative writing. It has long had a strong commitment to cutting-edge research and criticism and is widely regarded as one of the most intellectually exciting and innovative English departments in Australia. The current Head of English is Associate Professor Ken Gelder.

The Media and Communications Program

The Media and Communications Program is a relatively new Program currently housed within the English Department. Since its inception in 1999 its undergraduate course provision has grown year on year and annually recruits growing numbers of students. The Program aims to provide its students with first class teaching delivered by both research-active staff and industry-based professionals. Under the new Directorship of Professor Simon Cottle, The Media and Communications Program at Melbourne University is now expanding its portfolio of courses and awards. These include a new 4th year Honours stream, the Postgraduate Certificate and Postgraduate Diploma in Media and Communications, MA Global Media Communication, MA Global Journalism, and MA's by Advanced Seminar and Research, and PhD Media Communication. The Program is staffed by internationally well-known academics and experienced media practitioners, and aims to create a dynamic research environment supportive of research output of local, national and international relevance. The Program is currently undergoing dynamic change and is highly successful in recruiting students from Australia and overseas.

Position Summary

The successful applicant will be expected to research, teach and administer at levels commensurate with the level of the position. Candidates in all areas of media and communications will be considered but those with research expertise in one or more of the following areas would be particularly welcome: sociology of journalism; international communications and political economy; media markets, law and policy; Australian, Asian and/or other regional media; public relations and media sources; research methods. The successful applicant will also be expected to assist in teaching introductory media and communications and to develop new areas of research specialism as required by the Program. The person must be a proven and successful teacher at all levels, including lecturing to first year classes and must also have a strong record of research. The appointee would normally be expected to have a PhD, or be near PhD completion.

Key Responsibilities

Lecturer B

A lecturer is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop his/her scholarly, research, and/or professional activities relevant to the profession or discipline.

- The conduct of tutorials
- Initiation and development of subject material
- Subject Coordination
- The preparation and delivery of lectures and seminars
- Supervision of Honours and postgraduate students
- The conduct and publication of research
- Marking and assessment
- Consultation with, and pastoral attention to, students
- Subject administration
- Participation in a range of administrative functions primarily connected with media and communications subjects
- Participation in department and/or faculty meetings and/or participation as a member of a number of committees

Environment Health and Safety

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

- all employees are to comply with the EHS manual
- adopt work practices that support EHS programs
- take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor
- must not wilfully place at risk the health or safety of any person in the workplace
- participate in meetings, training and other environment, health and safety activities
- must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- wear personal protective equipment as provided
- use equipment in compliance with relevant guidelines, without wilful interference or misuse
- must cooperate with the University in relation to actions taken by the University to comply with Occupational Health and Safety and Environmental legislation.

Supervisors are responsible for:

- developing new work procedures, as required, in conjunction with relevant persons
- providing all staff with relevant EHS information in an appropriate manner
- providing personal protective equipment and clothing if hazards cannot 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 injuries are reported.

In addition, ACADEMIC STAFF are responsible for ensuring that an equivalent standard of environment, health and safety 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.

Essential Selection Criteria

1. Completion or near completion of a PhD in Media and Communications or relevant field
2. Demonstrated excellence in research in a field of media and communications studies within the Humanities or Social Sciences and evidence of ongoing research activities within that field
3. Demonstrated capacity for excellence in teaching at the tertiary level
4. Capacity to teach subjects across a range of media and communications topics
5. Capacity for supervision of honours and postgraduate students
6. Strong communication skills

Desirable Selection Criteria

- Demonstrated excellence in research in Asian or Australian media.
- Demonstrable ability to forge productive links with media industries and related organizations.
- Informed interest in media and social theory
- Capacity to interact effectively with colleagues from a humanities/social sciences background and with media industry professionals
- An ability to teach and supervise in some of the following areas:
Sociology of journalism;
International communications and political economy;
Media markets, law and policy;
Australian, Asian and/or other regional media;
Public Relations and media sources;
Media and communication research methods.