

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:	SENIOR LECTURER
POSITION NUMBER:	G0011840
CLASSIFICATION:	LECTURER LEVEL C
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 nine departments (Criminology, English, French and Italian Studies, Germanic Studies and Swedish, History, History and Philosophy of Science, Linguistics and Applied Linguistics, Philosophy, Political Science), an Institute of Asian Languages and Societies, a School of Fine Arts, Classical Studies and Archaeology, School of Anthropology, Geography and Environmental Studies and Social Work and seven centres (The Australian Centre, 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: Senior Lecturer

This successful applicant will participate in the planned expansion of the Media and Communications Program and its new postgraduate courses beginning in 2003. These include 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.

A Senior Lecturer is expected to make significant contributions to the teaching activities of the Department and is also expected to play a role in scholarly research and professional activity. Candidates in all areas of media and communications will be considered but those with established research expertise and a record of high-quality academic publication 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; media and communications research methods. The successful applicant will be expected to share the Program's commitment to high-quality teaching as well as research and publication, and teach and supervise both undergraduate and postgraduate students.

Senior Lecturer Level C

A Level C academic is expected to make significant contributions to the teaching effort of a department, school, faculty, or other organisational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research, and/or professional activities.

Key Responsibilities

- 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
- Significant role in research projects including, where appropriate, leadership of a research team.
- 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.

Selection Criteria

Essential

1. A completed PhD in Media and Communications or a closely allied discipline.
2. Significant research and publication in the field of media and communications.
3. Capacity to secure research funding and grants.
4. Capacity to engage in curriculum design and development.
5. Demonstrable excellence in teaching at all levels.
6. Demonstrable successful supervision of undergraduate and postgraduate research.
7. Demonstrable capacity for course coordination.

Desirable

1. Experience of curriculum design and development in global media and communications and global journalism.
2. Publication and expertise in at least two of the following subject areas:
 - International communications and political economy
 - Sociology of journalism
 - Australian, Asian and/or other regional media
 - Media markets, law and policy
 - Public relations and media sources
 - Media and communications theory and research methods
3. Experience of forging productive relationships with media industries and professionals.
4. Experience of media production and work environments.

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POSITION TITLE:	ASSOCIATE PROFESSOR
POSITION NUMBER:	G0011840
CLASSIFICATION:	ASSOCIATE PROFESSOR
ORGANISATION UNIT:	MEDIA AND COMMUNICATIONS PROGRAM, DEPARTMENT OF ENGLISH
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 :/...../.....

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The Faculty has nine departments (Criminology, English, French and Italian Studies, Germanic Studies and Swedish, History, History and Philosophy of Science, Linguistics and Applied Linguistics, Philosophy, Political Science), an Institute of Asian Languages and Societies, a School of Fine Arts, Classical Studies and Archaeology, School of Anthropology, Geography and Environmental Studies, School of Social Work and seven centres (The Australian Centre, the Horwood Language Centre, the Language Testing Research Centre, the Centre for 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.

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Position Summary

This newly created and challenging position will involve participation in the planned expansion of the Media and Communications Program and its new postgraduate courses beginning in 2003. These include 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 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 established research expertise and a record of international publication 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; media and communications research methods. The successful applicant will be expected to share the Program's commitment to high-quality teaching as well as research and publication, and teach and supervise both undergraduate and postgraduate students. The successful applicant will also be expected to work closely with the Media and Communications Director in the administration of the program and in its future developments. This includes developing overseas and industry links, contributing to a Program research culture and supporting staff in their research activity and teaching. The incumbent will need to work as part of a team.

Associate Professor Level D

An Associate Professor is expected to possess distinction in research, scholarship or teaching and leadership in their disciplinary area. Outstanding performance in a range of activities is expected. They must also provide leadership in research and scholarship within the University.

Key Responsibilities

- The conduct of tutorials, practical classes and workshops
- Initiation and development of course material
- Course coordination
- The preparation and delivery of lectures and seminars
- Supervision of major honours or postgraduate research projects
- Supervision of the program of study of honours students and of postgraduate students engaged in coursework
- The conduct of research or contribution to knowledge through scholarship, publications and presentation
- Significant role in research projects including, where appropriate, leadership of a research team
- Significant contribution to the profession and/or discipline.
- Involvement in professional activity
- Consultation with students
- Broad administrative functions
- Marking and assessment

- Attendance at departmental and/or faculty meetings and a major role in planning or committee work

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.

Selection Criteria

Essential

1. A completed PhD in Media and Communications or a closely allied discipline
2. Significant international research and publication in the field of media and communications including leading refereed journals
3. Demonstrable capacity to secure research funding and grants
4. Demonstrable contribution to media and communications pedagogy
5. Demonstrable excellence in curriculum design and development
6. Demonstrable excellence in teaching at all levels
7. Demonstrable successful supervision of undergraduate and postgraduate research
8. Demonstrable capacity for high level administrative functions

Desirable

1. Experience of subject development in global media and communications and/or global journalism
2. Publications and expertise in at least two of the following subject areas:
 - International communications and political economy
 - Sociology of journalism
 - Australian, Asian and/or other regional media
 - Media markets, law and policy
 - Public relations and media sources
 - Media and communications theory and research methods
3. Experience of forging productive relationships with media industries and professionals
4. Experience of leading collaborative international research