

# Position Description

*School of Languages and Linguistics  
Faculty of Arts  
The University of Melbourne*



## LECTURER OR SENIOR LECTURER IN FRENCH

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| <b>Position No:</b>                | 0022270                                                                                                                                                                                                                           |
| <b>Organisation Unit:</b>          | School of Languages and Linguistics                                                                                                                                                                                               |
| <b>Budget Division:</b>            | Faculty of Arts                                                                                                                                                                                                                   |
| <b>Classification:</b>             | Lecturer, Level B or Senior Lecturer, Level C                                                                                                                                                                                     |
| <b>Salary:</b>                     | <p>\$73,863 - \$87,710 p.a. (Level B)</p> <p>\$90,480 - \$104,329 p.a. (Level C)</p> <p>Level of appointment is subject to qualifications and experience</p>                                                                      |
| <b>Superannuation:</b>             | Employer superannuation of 17%                                                                                                                                                                                                    |
| <b>Employment Type:</b>            | This is a full-time, continuing position                                                                                                                                                                                          |
| <b>Other Benefits:</b>             | <a href="http://www.hr.unimelb.edu.au/careers/info/benefits">www.hr.unimelb.edu.au/careers/info/benefits</a>                                                                                                                      |
| <b>Current Occupant:</b>           | Vacant                                                                                                                                                                                                                            |
| <b>How to Apply</b>                | To submit your application, you must access the online advertisement at: <a href="http://www.jobs.unimelb.edu.au">www.jobs.unimelb.edu.au</a> by using the above position number or title as the keyword in the Job Search screen |
| <b>For enquiries only contact:</b> | <p>Professor Gillian Wigglesworth, tel: +61 3 8344 4720, email: <a href="mailto:g.wigglesworth@unimelb.edu.au">g.wigglesworth@unimelb.edu.au</a></p> <p>(Please do not send your application to this Contact)</p>                 |

## **1. Position Summary**

The French Program is the largest of six language programs offered by the School of Languages and Linguistics. The successful applicant is expected to contribute to overall teaching and research excellence within the French Program, and to develop, teach and coordinate French Studies subjects. The appointee will prepare subject materials, conduct lectures and tutorials, supervise tutors, consult with students, undertake related assessment, and attend meetings as required. The successful candidate will also bring a recognised research profile to the position and is expected to continue building research capacity in the French program. The appointee will also be expected to perform administrative duties appropriate to the position.

## **2. Selection Criteria**

Applicants should nominate which level they wish to be considered for. The University of Melbourne reserves the right to offer the successful applicant an appointment at either Level B or Level C.

### **2.1 Essential**

#### **For Level B**

- A PhD or equivalent in a discipline germane to the field of French Studies
- Native or near-native competence in both spoken and written French and English
- Demonstrated experience in teaching and course design of French Studies subjects
- Demonstrated commitment to French language teaching, including an interest in innovative teaching methods
- Interest in, and commitment to, the curriculum reform currently underway in the language programs
- Demonstrated research profile (as evidenced by your publications record) and ability to undertake related research, supervision and publication activities
- Strong computer literacy including a proficiency in the Microsoft Office suite and a demonstrable familiarity with multimedia
- Excellent communication skills, both written and oral, effective time management skills and demonstrated ability to meet deadlines
- Demonstrated capacity to interact positively with students and academic and professional staff
- Demonstrated ability to work effectively as a member of a small team
- Capacity to deal efficiently with academic and administrative tasks relevant to the position.

#### **For Level C**

- A PhD or equivalent in a discipline germane to the field of French Studies
- Native or near native competence in both spoken and written French

- Demonstrated experience in teaching and course design of French Studies subjects
- Demonstrated commitment to French language teaching, including an interest in innovative teaching methods
- Interest in, and commitment to, the curriculum reform currently underway in the language programs
- An excellent research profile (as evidenced by your publications record) and ability to undertake related research, supervision and publication activities
- A demonstrated track record of success in obtaining competitive grants
- Strong computer literacy including a proficiency in the Microsoft Office suite and a demonstrable familiarity with multimedia
- Excellent communication skills, both written and oral, effective time management skills and demonstrated ability to meet deadlines
- Demonstrated capacity to interact positively with students and academic and professional staff
- Demonstrated ability to work effectively as a member of a small team
- Capacity to deal efficiently with academic and administrative tasks relevant to the position.

## **2.2 Desirable**

- Experience in cross-cultural teaching environments
- Demonstrated expertise in new media technologies in research and teaching.

## **3. Key Responsibilities**

- Develop, teach and coordinate French language subjects and specialised electives intended to prepare students for postgraduate research in French Studies
- Participate in designing, coordinating and teaching into collaborative subjects within the French Studies program and the School of Languages and Linguistics
- Contribute to curriculum development of the French Studies program
- Supervise casual tutors
- Consult with students
- Conduct marking and assessment
- Produce high quality teaching materials for students
- Undertake honours and postgraduate thesis supervision
- Participate in a range of administrative matters relating to the French Studies area and to the School of Languages and Linguistics in general
- Attend Discipline, School and Faculty meetings and actively participate as a member of a limited number of committees

- Develop programs and opportunities for activities of staff/students/wider community
- Present research workshops/seminars within the School
- Publish papers in reputed journals
- Present conference papers at reputed refereed conferences
- Undertake other relevant duties within the School as may be assigned from time to time.

#### **4. Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities**

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

##### **Employees must:**

- cooperate with the University in relation to activities taken by the University to comply with OHS and EHS legislation.
- comply with the OHS and EHS manuals
- adopt work practices that support OHS and EHS programs
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures
- ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- participate in meetings, training and other environment, health and safety activities
- not wilfully place at risk the health or safety of any person in the work place
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

##### **Supervisors are responsible for:**

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

In addition, **Academic Staff** are responsible for ensuring that an equivalent standard of OHS and EHS 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.

## **5. Other Information**

### **5.1 Organisation Unit**

[www.languages.unimelb.edu.au](http://www.languages.unimelb.edu.au)

### **5.2 Budget Division**

[www.arts.unimelb.edu.au](http://www.arts.unimelb.edu.au)

### **5.3 The University of Melbourne**

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. Melbourne's outstanding performance in international rankings puts it at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked by the THES among the world's top 50 universities.

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](http://www.hr.unimelb.edu.au/careers).

### **5.4 Growing Esteem and the Melbourne Model**

The Growing Esteem strategy, adopted by the University in December 2005, lays out a ten-year plan to fulfil Melbourne's 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 knowledge transfer. See <http://growingesteem.unimelb.edu.au/>

From 2008, as the cornerstone of Growing Esteem, the University will introduce landmark educational reforms known collectively as the Melbourne Model. These reforms are designed to create an outstanding and distinctive Melbourne Experience for all students. The Model 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.

## **5.5 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.

## **5.6 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](http://www.unimelb.edu.au)

### **This position description is approved by:**

Occupant: ..... Date: .....

Supervisor: ..... Date: .....

Head of Organisation Unit: ..... Date: .....