

Faculty of Architecture, Building and Planning

Sessional Studio Leader

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| POSITION NO | 0051297 |
| EMPLOYMENT TYPE | Casual employment for Semester 1 2024 subject to student participation numbers |
| SALARY | Agreed Hourly Rate \$80.44; ABP Master Studio Leader \$181.07 |
| SUPERANNUATION | Employer contribution of 11% |
| OTHER BENEFITS | https://about.unimelb.edu.au/careers/staff-benefits |
| HOW TO APPLY | Please upload your CV, portfolio of work and a brief statement (max. 300 words) outlining your suitability for the position via the Casual Tutor Recruitment System (CTRS) . |
| CONTACT FOR ENQUIRIES ONLY | <p>For questions regarding Subject teaching please contact the relevant coordinator found via Subject Codes in https://msd.unimelb.edu.au/about/work-with-us/sessional-staff</p> <p>Please direct any system and application queries to ssrs-abp@unimelb.edu.au.</p> <p><i>Please do not send your application to these contacts.</i></p> |

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

As a Studio Leader within the Faculty of Architecture, Building and Planning you will design and lead a Postgraduate Studio in your area of expertise. You will bring your industry experience and deliver expert subject knowledge to achieve excellent student outcomes. You will participate in student assessment and attend meetings as required by the Program Coordinator.

As a University of Melbourne staff member, you will be able to obtain a staff card which can be used to access library facilities, and you will be provided with a staff email account.

1. Selection Criteria

Please provide a brief statement (max. 300 words) outlining your suitability for the position, particularly your:

- ▶ Industry expertise in a relevant discipline
- ▶ Ability to design a Studio in which to deliver expert subject knowledge
- ▶ Ability to effectively deliver subject knowledge to achieve excellent student outcomes
- ▶ A portfolio of your work
- ▶ Experience with online approaches to learning and teaching, including for assessment and for supporting student needs and engagement, would be desirable.

Candidate reference checks are a standard part of the appointment process, including internal to the University if applicable.

2. Special Requirements

This position requires the incumbent to hold a current and valid Working with Children Check.

All Faculty staff may be required to perform work duties remotely and/or on- campus for a specified period of time.

Studio Leaders are expected to create a University email account through the University's Identity Management system. All correspondence relating to their employment must be sent and received through their staff email account.

Studio Leaders are required to attend the Faculty's Tutor Induction session held at the start of semester.

3. Studio Leader Responsibilities

There are usually 6 hours of contact time per week timetabled for a Studio. A Studio Leader has the following responsibilities:

- ▶ Design and lead a unique Studio to the standard of the Faculty
- ▶ Facilitate the completion of practical tasks
- ▶ Marking, assessment feedback and recording Studio attendance
- ▶ Administration in accordance with University and Faculty policies
- ▶ Attendance at meetings as required by the Program Coordinator

- ▶ Identify students at academic risk
- ▶ Occupational Health and Safety (OH&S) responsibilities as outlined in section 6

4. *Other Responsibilities*

The University of Melbourne requires all casual staff to complete online casual compliance training. Additionally, the Faculty provides academic staff with resources and advice on teaching and learning matters and runs a comprehensive Tutor Induction program for all Sessional Tutors at the beginning of each semester.

5. *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 based on 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 University's People Strategy 2015-2020 and policies that address 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 Growing Esteem.

6. *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/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

7. Other Information

7.1 THE FACULTY OF ARCHITECTURE, BUILDING AND PLANNING (ABP)

The Faculty of Architecture, Building and Planning is the leading educational and research institution in the Asia-Pacific region addressing the design and realisation of inhabited environments. The Faculty actively seeks to extend the linkages between education, research and practice in the built environment, and maintains excellent and extensive relationships with members of the built environment professions, government, professional associations and the wider community.

The Faculty has nearly 200 staff and approximately 3000 students, one third of whom are international. It is responsible for the University's undergraduate Bachelor of Design degree, and offers majors in architecture, landscape architecture, property, construction, and urban planning.

The Faculty's graduate school, the Melbourne School of Design teaches accredited masters courses across the professional disciplines of Architecture, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD is distinctive from its competitors in its aim to inspire learning through interdisciplinary reflection, and its integration of research, teaching, and practice around the implications of all forms of urbanisation. With opportunities to engage in advanced studio and seminar-based learning and research, MSD students develop new perspectives, critical reflection, and modes of action to address the environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally. Students take part in field trips which examine the global context of habitable environments.

The Faculty has an international reputation for excellence in research and research training and is a leader in built environment and urban research. Faculty staff are actively engaged in collaborations and partnerships both locally and globally, to produce research that responds to major social, economic and environmental challenges, as well as fundamental research into the built environment in Australia and the Asian region. Researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density; leading debate in many of these areas. The Faculty also contributes definitive knowledge and understanding of the history, conservation and heritage of the built and natural environment, built environment practice and management, urban morphology and design research. The Faculty draws its research strength in part from its capacity to work in the multidisciplinary frame of its various built environment disciplines, as well as with colleagues in health, engineering, education, history and social sciences.

Through the MSD, we provide the highest quality research training environment, attracting the best and brightest future researchers from around the world. PhD and MPhil students have access to innovative professional development programs and generous funding support, along with excellent facilities and resources. MSD's PhD and MPhil graduates are well-rounded professionals, critical thinkers and future research leaders.

The Faculty has built strong research foundations by valuing and developing its people, rewarding excellence, and fostering a culture of enquiry, creativity and outstanding scholarship.

More information about ABP / MSD can be found at: <http://msd.unimelb.edu.au>

72 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>

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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>