



POSITION DESCRIPTION

Melbourne Veterinary School
Faculty of Veterinary and Agricultural Sciences

Associate Professor/Professor and Director of Veterinary Education

POSITION NO	XXXXXXX
CLASSIFICATION	Level D - Associate Professor Level E - Professor
SALARY	Level D - \$158,624 - \$174,754 p.a. (pro rata for part-time) Level E - \$204,320 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Anna Meredith Tel +61 3 83440915 Email anna.meredith@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Position Summary

The Faculty of Veterinary and Agricultural Sciences (FVAS) has identified a strategic need to add additional academic leadership in Veterinary Education within the Melbourne Veterinary School. The Associate Professor/Professor and Director of Veterinary Education will provide strategic and pedagogical leadership for the flagship Doctor of Veterinary Medicine (DVM) Program, and other veterinary, agricultural and biological science academic coursework programs within the School.

This Academic Teaching role plays an important part in shaping the future of the Faculty and MVS and will work cohesively and collaboratively with all positions across the Schools, Faculty and University relevant to this role. The Associate Professor/Professor and Director of Veterinary Education will provide a unified approach to teaching, learning, research and engagement, promoting an open, consultative, continuous-improvement culture, and seeking feedback from staff, students and other stakeholders where appropriate.

Reporting to the Head of School, this position will form part of the MVS Executive team and will work alongside other Faculty and MVS Executive members, including the Associate Dean (Learning and Teaching) and the Heads of Departments of Veterinary Clinical Sciences and Veterinary Biosciences. The role will work collaboratively to ensure the resourcing and delivery of the DVM and other veterinary, agricultural and biological science programs taught within Melbourne Veterinary School, and to drive curriculum innovation and refinements to ensure international best practice in pedagogy, student experience and graduate outcomes.

As appropriate to the level of appointment, the successful applicant is expected to have made an outstanding contribution to academic leadership and will have attained recognition as outstanding or as an eminent authority at the national/international level in a relevant discipline. The incumbent will also have an outstanding record of being a role model and effective mentor for other academic teaching staff.

This position will work across both the Parkville and Werribee campuses and may be required to attend other campuses and sites from time to time.

The role will be appointed at either Level D or Level E, dependent upon the Selection Panel's assessment of the level of academic achievement of the individual, based on the University of Melbourne's benchmarks

Please refer to Appendix A for further information regarding the expectations for Leadership Roles of Melbourne Professors.

1. Key Responsibilities

The University of Melbourne sets 'Minimum Standards for Academic Levels' (MSALs) which are expected from academic staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position, and level of achievement of the academic and may be amended from time to time.

Below is the MSALs for Level D and Level E academic staff. The Key Responsibilities, outlined in this section, are to be read in conjunction with this MSAL.

Level D – Associate Professor, Principal Lecturer, Principal Research Fellow

A level D academic will make an outstanding contribution to the research and/or scholarship and/or teaching and administration activities of an organisational unit, including a large organisational unit, or interdisciplinary area.

A level D academic will make an outstanding contribution to the governance and collegial life inside and outside of the institution and will have attained recognition at a national or international level in their discipline. They will make original and innovative contributions to the advancement of scholarship, research and/or teaching in their discipline, and may undertake research.

The research work of a level D academic will make a major original and innovative contribution to their field of study or research and be recognised as outstanding nationally or internationally. A level D academic will play an outstanding role within their institution, discipline and/or profession in fostering the research activities of others and in research training.

Level E – Professor

A level E academic will provide leadership and foster excellence in research, teaching and policy development in the academic discipline within the institution and within the community, professional, commercial or industrial sectors.

A level E academic will have attained recognition as an eminent authority in their discipline, will have achieved distinction at the national level and may be required to have achieved distinction at the international level. A level E academic will make original, innovative and distinguished contributions to scholarship, research and/or teaching in their discipline and may undertake research. They will make a commensurate contribution to the work of the institution.

The research work of a level E academic will typically have achieved international recognition through original, innovative and distinguished contributions to their field of research, which is demonstrated by sustained and distinguished performance. At level E an academic will provide leadership in their field of research, within their institution, discipline and/or profession and within the scholarly and/or general community. They will foster excellence in research, research policy and research training.

1.1 VETERINARY EDUCATION

Work with the Associate Dean (Learning and Teaching) to support the Department Heads and Group/Service Heads to:

- Ensure effective and efficient delivery and quality assessment of coursework learning and teaching programs, assessments, and student progress reviews in Melbourne Veterinary School.
- Review and improve curricula taught in the School, with a special focus on the DVM, and implement agreed strategic improvements to these curricula.
- Provide advice and guidance to the Head of School and Associate Dean (Learning and Teaching) regarding University, Faculty and School targets for learning and teaching and ensure that the Faculty achieves these, within the Director's portfolio.
- Manage the resources made available in the School budget for coursework and student experience programs.
- Oversee the provision, governance and conduct of DVM extramural study programs.
- Oversee all assessment and quality assurance for the DVM, and other curricula as appropriate.
- Ensure the DVM curriculum is aligned and compliant with accreditation requirements.
- Oversee MVS student experience and welfare, working closely with the University support services as appropriate.

- Represent the School on such Faculty committees as directed by the Head of School.
- Design, develop and deliver teaching in Melbourne Veterinary School within area of expertise

1.2 TEACHING AND LEARNING

At a level in accordance with the relevant MSALS above:

- Lead the development of programs and contribute to undergraduate and postgraduate teaching.
- Make personal, independent and innovative contributions to teaching and learning at all levels through the preparation and delivery of lectures, group teaching and practical classes, including engagement in teaching innovation and improvement as required and in line with Faculty workload models and End of Subject Survey expectations.
- Implement agreed recommendations from reviews of teaching programs and student experience and staff development initiatives.
- If appropriate, contribute to clinic-based teaching
- Undertake scholarly activity in veterinary pedagogy, including curriculum development and innovation, and dissemination of innovation through conference presentation and publications.
- Mentor and consult with students, supervise undergraduate, graduate or postgraduate students engaged in coursework or smaller research projects.
- Actively participate and lead continued improvement of teaching quality.

1.3 RESEARCH AND RESEARCH TRAINING

- This is an Academic Teaching position and there is no expectation to undertake research.

1.4 LEADERSHIP AND SERVICE

- Take a leading role and actively participate in veterinary professional and community liaison activities.
- Lead pedagogical design and delivery of the DVM Program and other academic coursework programs.
- Actively participate in School, Faculty and University committees and working groups as appropriate, including acting as the Chair of the MVS Learning and Teaching Committee and membership of the Faculty Learning and Teaching Committee.
- Lead education, training and pedagogic research projects and ensure that they are completed within budget, on time, and of optimum quality.
- Actively contribute to the overall leadership and strategic goals and actively contribute to resource management and planning.
- Oversee delivery of the MVS Partners in Education program and other relevant extra-mural studies activities.
- Oversee veterinary Continuing Education (CE) programs and ensure effective delivery.

- Identify, prioritise and pursue strategic veterinary, agricultural and biological science education opportunities to enhance the reputation of the School.
- Provide leadership, mentoring and supervision to staff in the performance of their duties, monitoring and providing appropriate feedback.
- Actively participate in professional activities including consulting, workshops and executive education courses for external participants.
- Foster a harmonious and inclusive workplace environment that is conducive to productivity; promotes creativity; and rewards and recognises individuals and group achievement.
- Undertake strategic engagement with external stakeholders to ensure alignment of MVS curricula, graduate outcomes and CE provision with industry requirements and trends.
- Participation in teaching staff recruitment processes.
- Participation in student recruitment and selection processes and activities.
- Mentorship of academic staff in teaching and learning
- Develop, build and foster partnerships and collaborative opportunities with the veterinary profession, animal industries, government, collaborators at other Universities and other stakeholders that contribute to the engagement of teaching and research in the wider community.

In addition to the above, for appointment as a Professor (Level E) you must:

- Contribute to strategic planning and policy decision-making processes by actively participating on relevant committees.
- Liaise with peers to develop a collaborative approach to enhance educational and research programs.
- Provide leadership in the evaluation of curriculum development and renewal at School, Faculty and University level.
- Develop strong collaborative interactions and synergies with other departments and faculties of the University and promote collaborations across institutions, nationally and internationally to further the research in related areas.

1.5 RESPONSIBILITY AND COMPLIANCE

- Ensure compliance with all legal and policy requirements associated with delivery of veterinary curricula.
- Ensure compliance with all accreditation requirements for the DVM as set out by the AVBC/AVMA/RCVS.
- Ensure adherence with MVS policies regarding the use of animals in teaching.
- Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to other.
- Reliably follow communications protocols and/or policies as appropriate.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity

- Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

2.1 ESSENTIAL

To be considered to the appointment of Associate Professor (Level D):

- A relevant veterinary qualification registrable in the State of Victoria.
- A postgraduate qualification such as a Doctoral, other higher degree or specialist qualification in a relevant field aligned with the Melbourne Veterinary School.
- A demonstrated understanding of the veterinary profession and higher education sector and its trends.
- A record of success in teaching and learning at University level, management of student related issues and a record of successful research higher degree supervision.
- Proven ability and experience in overseeing the design and implementation of outcomes-focussed veterinary science curricula, including those leading to a professional veterinary degree.
- Proven experience in the design and implementation of systems and processes to assure and enhance quality and the student experience.
- Thorough understanding of veterinary accreditation processes (AVBC/AVMA/RCVS).
- Demonstrated leadership experience in engaging, inspiring and aligning teams around the vision and strategic direction.
- Demonstrated ability to lead across all levels and work collaboratively and effectively with diverse stakeholders both inside the School, the wider University as well as outside the University (industry, alumni, professional organisations, locally and internationally).
- Experience of improving the efficiency and impact of a team, including setting and achieving clear targets.
- Up to date knowledge of relevant policies, processes, practices and regulatory frameworks relating to student support, curriculum delivery and professional services within tertiary education.
- Knowledge of student support services e.g. administrative, academic, pastoral, welfare, safeguarding, finance and funding, transport and residential accommodation etc.

In addition to the above to be considered to the appointment Professor (Level E):

- Demonstrated excellence in academic leadership and management including ability to build strong, sustainable teams, embedding change and driving performance in a large complex organisational environment.
- Proven success in working collaboratively and an ability to engage and build highly productive relationships with executives, staff and diverse stakeholders, both internal and external to the University and the ability to develop these networks at national and international levels.

- Demonstrated success in fostering excellence in leadership in developing scholarly research and professional activities, both nationally and internationally.
- A proven ability to lead change, with outstanding interpersonal skills and demonstrated capacity to motivate, persuade and negotiate.

2.2 DESIRABLE

- A comprehensive understanding of the veterinary profession/industry and higher education sector in Australia and its trends.
- A clear track record in high quality pedagogical or related research

2.3 SPECIAL REQUIREMENTS OF THE ROLE

- As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- This position requires the incumbent to hold a current and valid Working with Children Check

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 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.

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

5.1 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES

<http://fvas.unimelb.edu.au/>

The Faculty of Veterinary and Agricultural Sciences is a leader in agricultural, food and veterinary science education and research in Australia.

The faculty comprises the Melbourne Veterinary School and the School of Agriculture and Food. The faculty operates across three campuses: Parkville, Werribee and Dookie. We acknowledge and pay respect to the traditional owners of the lands upon which these campuses are situated, the Wurundjeri and Boon Wurrung peoples and the Yorta Yorta Nation. In addition to education and research, the faculty operates a veterinary hospital at Werribee, a broadacre farm at Dookie, and an equine hospital in Shepparton.

As a faculty within the University of Melbourne, we share the core purpose of benefiting society, and the guiding aspiration to be a world-leading and globally connected Australian university with students at the heart of everything we do. We are dedicated to improving animal health, sustainable agricultural practice and food security through cross-disciplinary and collaborative research. Our focus on quality teaching spanning agricultural, food, and veterinary sciences, aims to equip tomorrow's leaders with the skills and knowledge to solve global issues. The faculty aspires to be the destination of choice in Australia and one of the finest in the world in the fields of agriculture, food, animal health and veterinary sciences for students, teachers, researchers, collaborators and investors.

Our research capabilities and expertise are focused on solving real-world problems and creating healthier and more productive communities and environments, both in Australia and globally. Interdisciplinarity and cooperation between our research disciplines underpin the faculty's One Health approach – recognising the inextricable link between human, animal, plant and environmental health. The faculty has particular research strengths in animal diseases, zoonotic infectious diseases, production animal systems (including dairy and red meat), animal welfare, soil and plant sciences, agricultural innovation and sensory food science. We have strong links with industry, policy makers, other research institutions and the wider community.

The faculty provides the only professional-entry veterinary medicine program in Victoria and offers one of the most comprehensive educational programs in agricultural and food science in Australia. Our programs range from custom-education short courses to masters courses and cover a wide variety of undergraduate and postgraduate subjects across agriculture, food, and veterinary science. Our flagship courses are the Bachelor of Agriculture, the Master of Agricultural Sciences, the Master of Food Science, and the Doctor of Veterinary Medicine.

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>