



## POSITION DESCRIPTION

**Melbourne School of Psychological Sciences**  
Faculty of Medicine, Dentistry and Health Sciences

### Post-doctoral Fellow in Psychology

<b>POSITION NO</b>	New
<b>CLASSIFICATION</b>	Level A
<b>WORK FOCUS CATEGORY</b>	Teaching and Research
<b>SALARY</b>	\$80,250 - \$108,906 p.a. (PhD entry Level A.6 - \$101,464)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-Time
<b>EMPLOYMENT TYPE</b>	Fixed Term for 2 years
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>CONTACT FOR ENQUIRIES ONLY</b>	Prof Amy Jordan Tel +613 8344 6357  Email <a href="mailto:ajordan@unimelb.edu.au">ajordan@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

The Melbourne School of Psychological Sciences is one of the leading schools of Psychology in Australia, with active research programs in Cognitive and Behavioural Neuroscience, Clinical Science, Cognitive and Mathematical Psychology, and Social and Personality Psychology. The School has recently established research hubs in Complex Human Data, Decision Science, Ethics and Well-being, and Brain and Mental Health and has also developed major initiatives in behaviour change (Melbourne Centre for Behaviour Change) and contemplative studies (Centre for Contemplative Studies). We have a large undergraduate teaching program and postgraduate research and professional training programs.

The School is seeking to appoint an outstanding individual who has recently completed their PhD for a 2-year fellowship position. The individual will conduct research in their area of expertise under the supervision of an existing member of staff in the School, and also carry out some teaching and research supervision duties.

The successful applicant will show well-developed research skills in their area of expertise and in classroom teaching and research supervision at honours level. The successful applicant will be expected to participate actively in the School's teaching, administration, and engagement activities. She or he will be expected to support the broad ethos of the School and the School's compliance with University policies and procedures, including environmental health and safety.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

## **1. Key Responsibilities**

### **1.1 RESEARCH AND RESEARCH TRAINING**

- ▶ Conduct research in the candidate's area of expertise under limited supervision of a member of the academic staff of the School.
- ▶ Disseminate research findings through scientific publications and conference presentations.
- ▶ Supervise or Co-supervise fourth year/honours students.

### **1.2 TEACHING AND LEARNING**

- ▶ Providing teaching (30% of the role) into the broad area of Psychological Sciences. This may include one or more of the following:
- ▶ Tutoring in undergraduate or post-graduate subjects with compulsory attendance at the mandatory tutor training day.
- ▶ Leading research seminar groups in the third year 'Capstone' subject and contributing to the assessment of this subject as required.
- ▶ Supervision of fourth-year students undertaking research projects.
- ▶ Maintaining an ongoing subject presence on the University's Learning Management System (LMS), which includes monitoring posts to the Discussion Board.

### **1.3 ENGAGEMENT**

- ▶ Contributing to the School's portfolio of external relations activities, particularly with regards to student engagement.
- ▶ Participate in student academic advising.

### **1.4 LEADERSHIP AND SERVICE**

- ▶ Participating in relevant academic committees (e.g. Board of Examiners and/or the ethics committee).
- ▶ Contributing to the Melbourne School of Psychological Sciences through participating in staff and other committee meetings, strategic planning and policy development.
- ▶ Being involved in relevant professional organisations.
- ▶ Other duties commensurate with the position as directed by the Supervisor.
- ▶ Occupational Health and Safety (OH&S) responsibilities as outlined in section 3.

### **1.5 ADMINISTRATION**

- ▶ Assisting with sessional staff administration as required.
- ▶ Ensuring compliance with School and University academic policies and procedures in areas such as assessment submission, marking, plagiarism, etc.
- ▶ Managing student attendance records as required.
- ▶ Other duties commensurate with the position as directed by the Supervisor.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ PhD in psychology or cognate discipline
- ▶ Evidence of advanced research skills, demonstrated by a significant record of scholarly publication
- ▶ Evidence of well-developed oral and written communication skills
- ▶ An understanding of the interlinked strands of research, teaching and engagement in the University's mission statement, Growing Esteem.
- ▶ A willingness and ability to contribute to the activities of the School of Psychological Sciences through administration, engagement, and service to the discipline.

### **2.2 DESIRABLE**

- ▶ Evidence of prior successful grant funding.
- ▶ Experience in tutoring within the Melbourne School of Psychological Sciences.
- ▶ Previous experience with general academic administration such as assisting with subject coordination, course advice and examination or equivalent, and development of curriculum resources.
- ▶ A developed profile in scholarly activity and research as it relates to teaching and learning and its outcomes for courses conducted in the School.
- ▶ Demonstrated teaching and/or research experience in clinical psychology/professional practice.
- ▶ Demonstrated experience with research methods and statistical analysis.

## **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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

## **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 MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES**

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

The Melbourne School of Psychological Sciences is one of six schools within the Faculty of Medicine, Dentistry and Health Sciences. It is consistently ranked one of the top Schools of Psychology in Australia and was ranked 17th in the world in the 2022 QS global rankings. The School is undergoing vigorous growth and attracts some of the best students nationally and internationally to its broad range of accredited undergraduate, graduate, professional programs as well as its comprehensive research programs.

The School's teaching is underpinned by excellence in research across a range of fields, including cognitive and behavioural neuroscience, cognitive and mathematical psychology, social and personality psychology, and clinical science. Research links extend across 25 departments, centres and institutes within the Faculty of Medicine, Dentistry and Health Sciences, including The Melbourne Brain Centre, The Murdoch Children's Research Institute, ORYGEN Youth Research Centre, Austin Health, the Royal Melbourne Hospital, the Royal Children's Hospital, the Royal Women's Hospital, and St. Vincent's Hospital. Research links are also embedded in a broad range of other disciplines across the University including within the Faculties of the Victorian College of the Arts and Melbourne Conservatorium of Music, Science, Business and Economics, Education, Engineering, Law, and the Melbourne Business School.

The School is home to a vibrant community of >135 academic, teaching, research and professional staff, over 140 honorary staff, 100 tutors, and 120 PhD students. In 2022, there were over 5,500 students enrolled in undergraduate subjects offered by Psychological Sciences, primarily through the Bachelor of Arts, Bachelor of Science and Bachelor of Biomedicine, but also in breadth subjects in the Bachelor of Commerce, Bachelor of Environments, and Bachelor of Music. There were about 250 students enrolled in the Graduate Diploma of Psychology, 70 in the Master of Applied Psychology, about 120 students enrolled in fourth year programs (B. A.(Hons), B.Sc.(Hons), and the Graduate Diploma of Psychology (Advanced) and around 100 students enrolled in our professional postgraduate programs (Clinical and Clinical Neuropsychology and combined Masters/PhD programs).

### **5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

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

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial

resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

### 5.3 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>

### 5.4 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.

## 5.5 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>