## POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Assistant Professor (Level C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUNCTION</td>
<td>Knowledge &amp; Programs - Faculty</td>
</tr>
<tr>
<td>LOCATION</td>
<td>Carlton</td>
</tr>
<tr>
<td>REPORTING MANAGER</td>
<td>Associate Dean (Faculty)</td>
</tr>
<tr>
<td>No OF DIRECT REPORTS</td>
<td>0</td>
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</tbody>
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| Prepared By:                  | Helen Connolly               |
| Date Prepared:                | Reviewed/Updated Aug 2021    |
| Approved By:                  |                               |
| Date Approved:                |                               |

### SCHOOL PURPOSE & VISION

The purpose of Melbourne Business School Ltd (the School) is to unleash ideas and leaders for a sustainable future. The School’s joint strategic vision with the Faculty of Business & Economics (FBE) is to be among the top-ranked providers of business education within the Asia-Pacific Region, to be the first choice of students and clients seeking award and non-award educational experiences, and to be esteemed globally as a leading supplier of academic and business research, by 2025.

### POSITION PURPOSE

MBS faculty support the School’s strategic objectives by:

- leading and engaging in high quality original research in his/her discipline, publishing in elite international journals and other esteemed scholarly and academic outlets.
- teaching post graduate business courses to the highest standard, including executive education programs,
- demonstrating academic leadership by mentoring, supervising and supporting post graduate and higher research degree students
- making a significant contribution to the collegial and intellectual life of the School and the discipline.

### PRINCIPLE DUTIES:

**Research**

- Actively participate in and contribute to the development and implementation of research strategy and activities within the School
- Undertake high-impact original research publishing in top tier refereed journals
- Present research at academic seminars, national and international conferences, and similar events
- Participate in and contribute to research activities within the discipline including determining relevant research objectives, and preparing research proposals
- Actively seek and secure external funding including the preparation and submission of research proposals to external funding bodies and consultancies
- Lead research and collaborative partnerships with other institutions and professional organisations at a national and international level
- Update knowledge and understanding in subject relevant area and specialty
Teaching & Learning

Teaching at MBS is expected to be of the highest standard and those appointed to the role of Assistant Professor seek improvement in academic standards and participate in and contribute to the development of curriculum and policy reform. Faculty are role models in their relationships with students and with professional staff at all levels.

Principle duties:

- Make a strong contribution to the teaching and learning activities of the School
- Prepare and deliver lectures, tutorials and seminars, including online, blended and flexible delivery methods. Provide excellent standards of teaching and delivery of award courses and executive education
- Design and develop learning activities and resources, and provide assessment and feedback using a range of suitable approaches and learning environments.
- Liaise closely with teaching, technical and administrative staff to ensure high quality teaching and learning
- Monitor student and subject experience surveys to assess performance and continuously improve the quality of teaching.
- Participate in professional development to remain current with discipline knowledge and developments.

Service Contribution

Faculty are expected to contribute to the academic and community life of the School and to help build the School’s brand both nationally and internationally.

Principle duties:

- Participate in and contribute to the work of core committees and working groups such as student admissions, academic recruitment, and promotions
- Participate in and contribute to faculty and School meetings and seminars and participate in and contribute to service activities such as student/alumni events and functions
- Contribute to the advancement of research and teaching through policy development and administrative activities
- Contribute to and participate in cross-discipline and cross-institution projects and debates
- Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.
- Actively participate in activities which enhance the Schools’ disciplinary profile and reputation
- Participate in and contribute to the work of relevant professional and community associations

SELECTION CRITERIA

QUALIFICATIONS/EXPERIENCE/SKILLS

A PhD in a relevant discipline is the minimum qualification for all MBS faculty

COMPETENCIES

Those appointed to the position of Assistant Professor at MBS will actively contribute to the discipline and to the development of research, teaching and learning, scholarship and engagement with the ability to undertake sustained original nationally and internationally recognised research, publish in leading refereed journals and provide high quality teaching, curriculum development, supervision and service.
- The capacity to make an effective contribution to furthering the strategic objectives of the School and relevant discipline
- The ability to contribute effectively to the research productivity of the School
- Evidence of an outstanding record of independent, original research published in high quality, top tier academic journals and outlets, presentations at national and international conferences and seminars
- Evidence of research collaborations and active networks with national and international scholars
- Established links with other institutions and professional associations and an ability to develop strong links and partnerships with other key academic organisations
- The ability to contribute to the commercial and consulting activities of the School and to actively seek research funding opportunities including the preparation and submission of grant proposals to internal and external funding sources
- The ability to establish and develop research teams
- The capacity to provide high quality training and supervision to post-graduate and doctoral students
- The ability to design and deliver high quality post-graduate programs and executive education including online, blended, and flexible delivery methods
- Excellent inter-personal and communication skills with a demonstrated ability to work collaboratively and constructively in teams, including multidisciplinary teams
- A commitment to the MBS guiding principles

**MBS GUIDING PRINCIPLES**

MBS is a values-based organisation which means that we understand that the way we go about things, our behaviours, attitudes and actions make a big difference to what we achieve. The way we do this is in consideration and demonstration of the following guiding principles:

**Promote Diversity** - *'We embrace our diversity to promote opportunities for growth, learning and innovation'*

**Be Respectful** - *'We are open to other opinions and emotions, treat each other with respect and care for everyone in our community'*

**Work Collaboratively** - *'We foster trust, build strong relationships and work together to achieve the best outcomes'*

**Encourage Experimentation** - *'We act with courage, recognising it's okay to speak out and take risks to innovate and grow'*

**Act with Integrity** - *'Be honest, transparent, trustworthy and fair'*

**Be Accountable** - *'Take responsibility for your decisions and interactions'*

**Strive for Excellence** - *'We strive for excellence in all our actions and interactions'*