

POSITION DESCRIPTION



Student and Scholarly Services
Chief Operating Officer Portfolio

Research Consultant (Scholarly Communications)

POSITION NUMBER	0036302
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 6 - \$85,134 - \$92,154 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dimity Flanagan Tel +61 3 8344 1641 Email dimity.flanagan@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

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio is responsible for the University's budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University's business.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

STUDENT AND SCHOLARLY SERVICES

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

This position sits in the Research Information and Engagement team of Scholarly Services.

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.

ABOUT THE ROLE

Position Purpose:

The Research Consultant (Scholarly Communications) will use their knowledge and expertise of scholarly communications and research reporting to ensure a robust Research Outputs Management process, with a particular emphasis on uplifting existing workflows for the annual collection and delivering training and support to increase open access funder compliance.

The role will support and promote the [Principles for Open Access to Research Outputs at Melbourne](#) to ensure that University of Melbourne research is accessible to wide and diverse audiences to accelerate the

pace of discovery and global impact. This will require liaising with academic and professional staff to deposit content in the institutional repository; designing user-friendly reports to track open access compliance; identifying improvements to research output workflows; and co-designing training across the University.

Reporting line: Manager, Scholarly Communications

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Significant

Judgement: Moderate

Operational context: This role will require you to work across all faculties and closely with research support staff.

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Collaborate with colleagues across the University to uplift the Research Outputs Management process, through identifying process limitations and implementing workflow and system solutions.
- Support the management of Minerva Access to ensure both system and research output compliance with national and international funder mandates, and to increase the discoverability of University of Melbourne research.
- Optimise reports to track the implementation of the Principles for Open Access and compliance with national and international funder mandates.
- Provide administrative support for services that support the open agenda and persistent identifiers.
- Advocate and raise awareness about the opportunity and benefits of open scholarship, including the development of training programs and events for the University community, such as workshops for the [Researcher@Library program](#).
- Maintain a close watching brief on technological, policy and other developments in open scholarship, nationally and globally.

Selection Criteria:

Education/Qualifications

1. The appointee will have: a relevant undergraduate qualification with extensive relevant experience, or an equivalent combination of relevant experience and/or education and training.

Knowledge and skills:

2. Demonstrate COO values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.
3. Demonstrated knowledge of the research lifecycle and trends in scholarly communication.
4. Proven ability to continuously improve services and processes, particularly through use of current and emerging technologies.
5. Highly developed interpersonal and communication skills, including a demonstrated ability to initiate and establish effective relationships with a range of stakeholders.
6. Understanding of Australian higher education research reporting environment in respect of funding agency publication policies.
7. Demonstrated experience in development of educative and awareness raising activities in a tertiary education setting.

Desirable:

8. Understanding of Australian copyright law and open licensing pertaining to scholarly publishing.

Other job related information:

Occasional work out of ordinary hours, travel, etc.

Special requirements:

Employment in this position is conditional upon receipt and maintenance of a Working with Children Check