



POSITION DESCRIPTION

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

Ethics and Well-being Hub Coordinator

POSITION NO	0056035
CLASSIFICATION	Level A
SALARY	\$75,289 - \$102,163 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	12 Months with the potential for renewal
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 Brock Bastian Tel +61 3 8344 8880 Email brock.bastian@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 Melbourne School of Psychological Sciences is one of the leading schools of Psychology in Australia, with active research programs in Behavioural Neuroscience, Clinical Psychology, Clinical Neuropsychology, Cognitive Psychology, Developmental Psychology, Quantitative and Mathematical Psychology, and Social Psychology.

The [Ethics and Well-Being Hub](#) is one of five Hubs and Centres within the School of Psychological Sciences which seeks to develop and integrate expertise across multiple domains to better understand how people make ethical decisions, how these decisions are shaped by processes within and around them, and how both of these factors impact on their quality of life and mental health.

We are seeking to appoint an outstanding individual to assist with the organisation and operations of the Ethics and Well-being Hub. This will include organising regular presentations and administrative meetings, coordinating visits by (inter)national guests, grant assistance, managing the Hub's budget, online and media presence, and contributions to the School's overall research and engagement strategy.

The Ethics and Well-being Hub Coordinator will also work as project manager / assistant for both SEMA3, and the EMOTE database. SEMA is a platform for conducting intensive longitudinal survey research using participants own smartphones. The data can then be uploaded to EMOTE, a searchable open-access data repository. The Hub Coordinator will work in collaboration with Drs Peter Koval and Elise Kalokerinos to allocate resources for feature development and maintenance, manage financial contributions, and assist with the management of users across SEMA and EMOTE.

The successful applicant will report to Professor Brock Bastian, Hub Director and work collaboratively with all members of the [Ethics and Well-being Hub and the School Professional Staff team](#). The Hub currently comprises of 10 teaching and research focused academics, several postdoctoral researchers, a large number of PhD students and yearly intake of honours students.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in 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 COLLABORATION AND LEADERSHIP

- ▶ Work closely with Hub members to assist the development and implementation of a strategic vision for the Hub and be a face of leadership for students and staff alike.

- ▶ Work closely with other research units within the Melbourne School of Psychological Sciences (i.e., Decision Sciences, Complex Human Data, and Brain and Mental Health Hubs and the Centre for Behaviour Change) to develop activities and best practices which are not only beneficial to the Hub but the broader School environment
- ▶ Working alongside the MSPS Operations Team to ensure smooth running of Hub activities and coordinated activity in external relations within the School. This includes operational and financial matters.

1.2 OPERATIONAL AND FINANCIAL MANAGEMENT

- ▶ Regularly liaise with staff and students to support Hub activities. This includes chairing, minuting and actioning items from the regular Hub administration planning meetings, and meeting with students and broader MSPS staff to ensure Hub activities (e.g. panels and talks) are meeting their needs.
- ▶ Coordination of major external events run through the Hub, such as research symposia, small conferences, or student-focused workshops.
- ▶ Organise and coordinate both internal and external events - room bookings, drafting event flyers, promotion of events within the school, AV assistance and convening events.
- ▶ Facilitate visits from (inter)national academic guests, this may include booking flights and accommodation, arranging public or internal talks and organising meetings or activities during visits.
- ▶ In collaboration with the Hub Director, overseeing the Hub's financial operations.
- ▶ Procuring equipment and consumables for the hub as well as assisting with procurement of relevant travel for academic members of the Hub.
- ▶ Facilitating communication and engagement with the Hub's research partners and affiliates from other faculties and external organisations.

1.3 RESEARCH SUPPORT

- ▶ Supporting grant applications from all Hub members.
- ▶ Assisting with organising the research infrastructure and laboratories of the Hub. This can include ensuring the labs are maintained for testing, assisting with room bookings, and managing supply of any equipment.
- ▶ Assisting with online participant payment platforms such as Prolific and GiftPay. This includes paying participants and overseeing each platform's budget.

1.4 INFRASTRUCTURE PLATFORMS (SEMA3 AND EMOTE)

- ▶ Management of platform users, troubleshooting requests, sign-up requests, and financial contributions
- ▶ Maintenance of user guides, FAQs, troubleshooting guides and internal processes
- ▶ Engage with stakeholders and founders to define and prioritise feature roadmaps, maintain base functionality, and allocate resources and funding for future development
- ▶ *Desirable:* Working with university legal on privacy and terms of service arrangements for SEMA3.

1.5 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these and provide compliance advice to Hub members.
- ▶ Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- ▶ Reliably follow communication 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

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

- ▶ Tertiary qualification and/or equivalent mix of education and relevant experience in the tertiary education sector.
- ▶ Previous experience in an administrative and/or senior research assistant role.
- ▶ Excellent oral and written communication skills, including the ability to present written information clearly.
- ▶ Excellent interpersonal skills, including the ability to work collaboratively and effectively in a team-based environment for effective research collaboration and engagement
- ▶ High level organisational and time-management skills, including the ability to prioritise workloads, work well under pressure, and organise own and others' work to meet deadlines.
- ▶ Demonstrated ability to understand scholarly research and articulate this research to the Engagement Team for media and external engagement.
- ▶ Excellent attention to detail and experience in maintaining budgets and budget reporting.
- ▶ Strong interest in working in a research environment and in coordinating team activities.

2.2 DESIRABLE

- ▶ Knowledge of the University of Melbourne's systems, policies, and procedures.
- ▶ Experience with preparing and managing research grant applications.
- ▶ Previous experience with technical applications or software with an interest in engaging with legal services to develop terms of service.
- ▶ Experience with online research participant payment and survey platforms (e.g., Qualtrics, Prolific, MTurk, GiftPay)
- ▶ Basic knowledge of psychology / social psychology / personality psychology.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Ethics and Well-being Hub Coordinator reports to and operates under the general direction of the Ethics and Well-being Director, Professor Brock Bastian.

The Hub coordinator is expected to work independently and to show initiative in taking on the many different day to day responsibilities.

The Hub coordinator is expected and empowered to work proactively to improve the operations of the Hub and its functionality within the School.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Hub Coordinator will work relatively independently and be asked to juggle multiple competing demands from all Hub members, the MSPS Operations Team, SEMA and EMOTE members. The Hub Coordinator will need to appropriately prioritise tasks, work to short deadlines, and maintain communication with relevant staff on progress and timelines.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Hub Coordinator should have some knowledge of the project management discipline and will require a sound knowledge of University policies and procedures, along with an understanding of its culture and organisational structure, including Faculty, School and Department structures. This includes an understanding of the School's community, key research areas, and multiple student pathways.

A good knowledge of the Australian Higher Education environment and an understanding of the broad challenges facing Higher Education is beneficial.

The position requires a range of high-level interpersonal skills that inspire confidence and enable all staff to work effectively within a collegial, team environment, and be recognised for their achievements

3.4 RESOURCE MANAGEMENT

The Hub Coordinator will be responsible for tracking the yearly Hub budget allocation and assist with project budgets under the Research Incentive Scheme and funding support of SEMA and EMOTE.

The Hub Coordinator will be a key point of contact for staff and students to request additional space resources including computer equipment, office set up, and more.

3.5 BREADTH OF THE POSITION

The Hub Coordinator will undertake a broad range of tasks which require communication with a wide range of clients including academic and professional staff, students, and interested external parties. The Hub Coordinator will need to ensure that the management and integration of research administrative functions facilitates optimal positive outcomes in research activity, reputation, and funding.

4. 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.

5. 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.

6. Other Information

6.1 MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES

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 20th in the world in the 2021 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 >90 academic, teaching, research and professional staff, over 140 honorary staff, 100 tutors, and 120 PhD students. In 2020, 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 200 students enrolled in the Graduate Diploma of Psychology, about 140 students enrolled in fourth year programs (B. A.(Hons), B.Sc.(Hons), and the Graduate Diploma of Psychology (Advanced) and around 130 students enrolled in our professional postgraduate programs (Clinical and Clinical Neuropsychology and combined Masters/PhD programs).

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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.

6.3 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>

6.4 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 available at <https://about.unimelb.edu.au/strategy/governance>