Research Office  
Faculty of Fine Arts and Music

Publications Officer

**POSITION NO**  0045868

**CLASSIFICATION**  PSC 5

**SALARY**  $68,892 - $79,130 per annum (pro rata)

**SUPERANNUATION**  Employer contribution of 9.5%

**WORKING HOURS**  Part-time (0.6 FTE)

**BASIS OF EMPLOYMENT**  Fixed-term for 18 months

**OTHER BENEFITS**  [http://about.unimelb.edu.au/careers/working/benefits](http://about.unimelb.edu.au/careers/working/benefits)

**HOW TO APPLY**  Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](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.

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*Please do not send your application to this contact*

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

Based within the Faculty of Fine Arts and Music, the Publications Officer is part of a team responsible for the provision of expert professional services that enable outstanding research outcomes for the Faculty.

The Publications Officer is a key member of the Faculty’s Research Team. Reporting to the Manager, Research and Industry, this role provides high quality advice, administration and support to the Faculty across the full range of publications collections with a particular emphasis on Non-Traditional Research Outputs (NTROs).

The role works proactively to support the development of research publications by the Faculty’s Academic and Honorary staff and also ensures HERDC and ERA Publication submission is compliant by providing effective administrative support and advice for academics, implementing University research publication policy and procedures and meeting ARC and NHMRC open access mandates.

The role requires experience and skill in administration, excellent organisational ability and attention to detail, developed skills in client services and support in a professional team context, and a demonstrated ability to provide information and advice to colleagues at many different levels.

1. Key Responsibilities

- Conduct the annual publications collection in compliance with government and University regulations and categorisations by collecting, verifying, categorising and reporting on the outputs of Faculty staff, students and honorary appointments.
- Collate, analyse, and report on the Faculty’s publication outputs (this includes the provision of accurate and timely high-quality statistics), and ensure the accurate recording of these outputs in University and Faculty systems
- Assist staff to build their digital IDs on platforms such as ORCID or Scopus to ensure citations for their work are captured and attributed correctly.
- Support the Research Coordinator and Manager, Research and Industry in delivering training for academic staff relating to publications, in particular NTROs.
- Ensure that Faculty research activity meets University compliance requirements and audit standards
- Other duties as required by the Manager, Research and Industry
- Occupational Health and Safety responsibilities as outlined in section 5

2. Selection Criteria

2.1 Essential

- A relevant tertiary degree with subsequent relevant experience or equivalent combination of relevant experience and/or education and training.
- Demonstrated understanding of policy and compliance issues relating to non-traditional research outputs
An understanding of common publication outputs and reporting procedures and the role research publications play in building academic profile and demonstrating academic impact.

Demonstrated experience in data extraction and the use of Excel as an analytic tool.

Excellent written and verbal communication skills and demonstrated ability to manage consultative relationships with key stakeholders.

Demonstrated high level of organisational skills and attention to detail with the capacity to handle multiple demands, prioritise tasks and meet tight deadlines.

Ability to work flexibly both as a member of a team and autonomously.

High level computer literacy including Microsoft Office and database applications, with the capability to learn new applications and systems quickly.

2.2 DESIRABLE

Experience in or an understanding of the higher education sector with regard to research and an understanding of the University’s policies and procedures pertaining to research, compliance, and reporting structures.

High level of proficiency in the use of standard application software such as the Microsoft Office suite and of University of Melbourne’s enterprise systems such as Themis, Minerva Elements and Find an Expert.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Publications Officer operates under routine supervision of the Manager, Research and Industry. They incumbent will be required to work independently and manage their day to day work. The incumbent is required to make decisions in relation to routine matters and refer more complex decisions to the Manager, Research and Industry.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to display judgement when carrying out tasks and interpreting Faculty and University policies to solve problems, referring issues to the Manager, Research and Industry as required.

The incumbent is expected to provide reliable and consistent advice and recommendations based on Faculty and University policies and government regulations. The Publications Officer will be able to draw sound conclusions and make reasoned decisions from interaction with clients including research staff and graduate research students, University colleagues, senior personnel and office colleagues. In general terms, the incumbent will be required to make daily judgements concerning competing work priorities and keeping schedules.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Publications Officer is expected to provide specific advice.

This position requires a comprehensive understanding of Faculty and University research policies and procedures relating to research and research training. This position is also
required to develop a thorough knowledge of the Faculty’s research activities, strengths and priorities.

3.4 RESOURCE MANAGEMENT

The position does not have direct responsibility for budget management.

3.5 BREADTH OF THE POSITION

This position provides services to and interacts with a wide range of clients including University academic and professional staff, national and international research students, industry, funding bodies and Arts Organisations amongst others.

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 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.

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:

http://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 **FACULTY OF FINE ARTS AND MUSIC**

http://vca-mcm.unimelb.edu.au/

The Faculty of Fine Arts and Music, a faculty of the University of Melbourne, comprises over 1,700 full time equivalent students in four schools: Art, Music and Performing Arts and Film and Television.

6.2 **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.

6.3 **GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025**

Growing Esteem describes Melbourne’s strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. http://about.unimelb.edu.au/strategy-and-leadership

The University is at the forefront of Australia’s changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University’s global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University’s research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. http://research.unimelb.edu.au/our-research/research-at-melbourne

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the
fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- **Understanding our place and purpose** – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia’s ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

- **Fostering health and wellbeing** – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- **Supporting sustainability and resilience** – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

### 6.4 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 [http://www.unimelb.edu.au/governance](http://www.unimelb.edu.au/governance)