Museums and Collections Department
Chancellery

Permissions and Access Coordinator

Position No 0039445
Classification UOM 5
Salary $79,961 - $91,844 (pro-rata for part time)
Superannuation Employer contribution of 17%
Working hours 0.8 FTE
Basis of Employment Fixed term, to 31 December 2024
Other Benefits http://about.unimelb.edu.au/careers/working/benefits
How to Apply Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.

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For information about working for the University of Melbourne, visit our websites: 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

This position will support the University of Melbourne in matters relating to copyright clearances, agreements obtained for visual and other material published by the University, used in its exhibitions, research and projects; and responding to licensing inquiries and requests from external parties in relation to its Indigenous Collections held by the University.

The role will also support the coordination of access to the collections in Melbourne. Collaborating with remote and local staff to ensure visits by Communities of Origin are streamlined and culturally appropriate. Working closely with curatorial and the Community Connection team to support access needs.

The appointee of the role will work in an interdisciplinary manner across Museums & Collections and contribute to the realisation of the University of Melbourne vision, mission, and strategic direction. The appointee will adhere to all obligations, responsibilities and requirements under relevant legislation and guidelines, ensuring all areas under supervision are managed in a compliant manner and risks are mitigated. To successfully achieve the desired outcomes of the role the occupant will ensure collaboration and connection between the Communities of Origin, Museums Victoria, the Museums and Collections teams.

1. Key Responsibilities

Working with the Director of Indigenous Collections, the Permissions and Access Coordinator will:

- Seek, negotiate and prepare copyright permission and clearances for images, video and other material for publishing, research, exhibition and other projects for University in relation to its Indigenous Collections and archival material.

- Ensure the University adheres to, and applies, appropriate copyright and reproduction requirements.

- Respond to external requests for use of University photographic, object & video material ensuring the Universities intellectual rights are protected.
• Administer and maintain accurate record keeping and record management systems at all times.

• Coordinate research and access requests across all Indigenous Collections via phone, email, social media correspondence or in person, in line with Policies and Procedures.

• Manage researcher registration for collection access requests.

• Support Communities of Origin on visits to the University collections and Melbourne.

• Draft access recommendations on behalf of researchers to request access to the Indigenous Collections Archives where required.

• Support the research and documentation of work carried out by and with Communities of Origin and staff of the University in relation to the Indigenous Collections and archives.

• Respond and maintain relationships with national and international museums, galleries and universities, researchers and curators accessing copyright permissions.

• Hold an awareness of Australian Indigenous cultural practices, experience working with Aboriginal and Torres Strait Islander people and communities.

• Undertake other duties as directed by the Director of Indigenous Collections.

2. Selection Criteria

2.1 ESSENTIAL

• Demonstrate an understanding of and strong commitment to advancing the interests of Indigenous people and the University of Melbourne.

• Relevant degree in related disciplines such as records management, information management, legal studies, Aboriginal Cultural Heritage or contemporary museum practice.

• Experience providing Indigenous Australians with access to collections.

• Demonstrated experience and working knowledge of copyright law and its applications.

• Knowledge of the publishing industry, information management and image metadata.

• Effective written and oral communication skills to deal with a variety of demands with experience in composing correspondence and using a variety of applications.

• Demonstrated organisational ability, research skills, negotiation skills and attention to detail along with the ability to meet budgets and deadlines.

• Proficiency in operating a PC using Word, Excel, Outlook, EMu database and have basic skills in Photoshop and digital asset management systems.

• Ability to prioritise and meet project deadlines within budget.

• Proven ability to plan and prioritise workloads, meet strict deadlines and balance and prioritise competing demands.

• Demonstrated capability to work independently and as part of a collaborative inter-disciplinary team based in various locations.
2.2 DESIRABLE

- Capacity to do multiple tasks with limited day-to-day support, in ways that are not conventional, but that are relevant to the communities you will be working with.
- An understanding of how to manage expectations to support strong health and well-being whilst working through highly emotional matters with communities.

2.3 OTHER JOB RELATED INFORMATION

- Collaboration between the team to ensure accuracy and accountability meets expectations of the Communities of Origin as well as the University in terms of record keeping is vital to the success of this role.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position works under the direction of the Head of Indigenous Collections, alongside Indigenous Collections staff, and Museums and Collections staff. The incumbent will be expected to work with a level of independence and be self-motivated, prioritise workloads and forward planning.

3.2 PROBLEM SOLVING AND JUDGEMENT

The appointee requires the ability to work with staff, stakeholders and external partners with discretion, confidentiality, diplomacy, judgement, and sound problem-solving skills. A high level of knowledge and sensitivity is required.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Specialised professional knowledge is required, which comes from professional experience and/or qualifications. The appointee is required to have sound knowledge and understanding of cultural and professional codes of practice and ethics, legislation and domestic and international guidelines for the management and repatriation of Ancestral Remains and Secret or Sacred Objects.

3.4 RESOURCE MANAGEMENT

The appointee will be responsible for the implementation of local guidelines and processes that support legally, ethically, and socially sound practice. The appointee will ensure effective and efficient application of resources to deliver strategic priorities and will be responsible for financial management associated with relevant projects and programs.

3.5 BREADTH OF THE POSITION

Chancellery-led strategy and initiatives are developed consultatively and impact at the University-wide level. It is essential that the appointee has the conceptual, analytical and people skills to operate across this breadth of scope and is able to develop the networks to facilitate leadership through influence.
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 ORGANISATION UNIT

The Museums and Collection Department aims to build a collaborative and flexible network around the University’s cultural assets to enable students, staff members local and global communities to gain knowledge and understanding of contemporary and traditional cultures, scientific discovery and creative practice.

The objectives of the Department are as follows:

- To further the University’s academic mission through new pedagogical and engagement opportunities;
- To respect the past and lead into the future by providing a platform for students, staff and communities to gain access and an understanding of the contemporary and traditional cultures, values and knowledges of Indigenous Australians, and
- To serve the community within and beyond the campus boundaries by capitalising on the University’s substantial cultural estate to build a global reputation, student and public engagement.
The Department sits within Global, Culture and Engagement and comprises Global (including Asialink and Australia India Institute); Policy and Government Relations; Strategic Intelligence; Business Strategy and Projects; University Museums and Collections; University Performing Arts; Engagements, and Community and Cultural Partnerships.

The University of Melbourne has endorsed a vision to unify its museums and collections under the umbrella of a Cultural Commons. This integrated strategy will guide the University’s cultural estate to enhance scholarly and public value and strengthen the University’s global cultural standing.

A new Museums and Collections Department has been established to ensure coordination and alignment with University objectives. The Department is responsible for Buxton Contemporary, Science Gallery Melbourne, Ian Potter Museum of Art, Old Quadrangle Treasury, and the Grainger Museum.

The aim of the Department is to build a collaborative and flexible network around the University’s cultural assets so students, staff members local and global communities gain knowledge and understanding of contemporary and traditional cultures, scientific discovery and creative practice.

Guided by the academic and civic pursuits of the University, the University of Melbourne has developed a cultural strategy with the following goals:

1. Ensure UoM Museums, and collections are appropriately managed supported, and integral to Melbourne’s cultural fabric.
2. Enrich the social and intellectual life of our students and communities in order to empower them with the skills, resilience, courage and creativity to address the great challenges of our time.
3. Ensure communities feel connected and engaged with our programs, our place and our collections.
4. Provide academics and students with enhanced access to a unique set of assets for research and teaching.
5. Develop an internationally active model of best practice museology that is admired and adopted by other leading Universities across the world.

6.2 BUDGET DIVISION

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and overseeing policies and initiatives that develop the academic and professional expertise of University staff members.
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 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.

6.5 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
6.6 VICTORIAN ABORIGINAL HERITAGE COUNCIL AND THE ANCESTRAL REMAINS UNIT (ARU)

The Victorian Aboriginal Heritage Council (Council) is a statutory body corporate created under the *Aboriginal Heritage Act* 2006 (Vic). It is the first all-Aboriginal Council created under Victorian law and is made up of eleven Traditional Owners from around the State. The Council is responsible for a number of functions including registering, monitoring and supporting Registered Aboriginal Parties (RAPs) to exercise cultural heritage responsibilities in their local areas as well as the management of Aboriginal Ancestral Remains and Secret and Sacred Objects. The Council is supported by the Office of the Victorian Aboriginal Heritage Council to carry out and implement this work.

The Ancestral Remains unit (ARU) is the operational arm of Council responsible for actioning all Council decisions and policy as it relates to the care and management of Ancestral Remains and Secret or Sacred Objects in Council’s care.