School of Agriculture, Food and Ecosystem Sciences
Faculty of Science

Research Assistant (Food Systems)

POSITION NO 0052553

CLASSIFICATION Research Assistant Level A

SALARY $80,258 - $108,906 (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part-time (0.4 FTE)

BASIS OF EMPLOYMENT Fixed term position to 31 March 2025

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 Dr Rachel Carey
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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

Date Created: 30/06/2023
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

The School of Agriculture, Food and Ecosystem Sciences (SAFES) requires a Research Assistant to work as part of the Foodprint Melbourne research team. The role will be responsible for assisting with research and communications on the ‘Victorian food resilience planning project’. Climate change, the COVID-19 pandemic and geopolitical shifts are leading to food system disruptions, rising food prices and growing food insecurity. This project aims to strengthen the resilience of Victoria’s food system to the impacts of shocks and stresses by providing evidence and guidance about how to plan for more resilient food systems.

The Research Assistant will be primarily located in Parkville and will report to the Senior Lecturer in Food Systems within the School of Agriculture, Food and Ecosystem Sciences (SAFES). The role will involve working closely with researchers in the collection, analysis and presentation of data, development of publications and dissemination of findings. The Research Assistant will also assist with promotion of Foodprint Melbourne research activities and maintaining a range of strategic communications, including updating the project website, developing e-newsletters, maintaining active social media accounts and supporting other media opportunities.

The successful candidate will have demonstrated experience in research, academic writing, and maintaining social media and web platforms. They should have an understanding of the issues investigated by the Foodprint Melbourne research team, including sustainable and resilient food systems.

1. Key Responsibilities

1.1 TEACHING AND LEARNING

This is a research only role and there is no expectation to teach.

1.2 RESEARCH AND RESEARCH TRAINING
Contribute to the reporting required to meet the research project milestones and reporting schedule.
Assist with research activities including, but not limited to, data collection and analysis, preparation of presentations and literature searches, receiving direction from senior colleagues.
Develop and improve processes to maintain integrity of research records, data collection and processing.
Contribute to the dissemination of project research through project reports, academic publications and other outcomes arising from the research.
Assist with stakeholder management, communication and organising events (such as research workshops).
Undertake other duties as required within the scope and level of appointment.

1.3 LEADERSHIP AND SERVICE

Maintain and update content for the Foodprint Melbourne website, social media platforms and e-newsletters.
Contribute to raising the profile of the Foodprint Melbourne research by assisting with communications opportunities.
Under guidance of senior academics, engage with the public, Department and Faculty to communicate and promote the research outcomes.
Expand the knowledge of the discipline which impacts the field.
Foster a harmonious workplace environment that is conducive to productivity, promotes creativity and rewards and recognises individuals and group achievements.
Engage with relevant professional and industry bodies and stakeholders to foster collaborative partnerships both within and outside the University.
Coordinate meetings associated with the research project.
Undertake administration primarily relating to the activities of the role

1.4 RESPONSIBILITY AND COMPLIANCE

Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
Reliably follow communications 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

In order 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

- Bachelors degree or Masters degree awarded in a relevant discipline.
- Demonstrated experience working within a research environment.
- Demonstrated experience conducting literature searches, analysing qualitative data and in academic writing.
- Demonstrated ability to undertake research tasks under supervision, with the ability to work in a self-motivated manner.
- Excellent written and verbal communication skills, as well as demonstrated ability to work collaboratively and effectively as a member of a research team, and to engage positively with colleagues and external stakeholders.
- Demonstrated experience in developing website content and maintaining social media accounts.
- An understanding of sustainable food systems.

2.2 DESIRABLE

- Experience in developing e-newsletters.
- Experience in research or other professional or community activities related to sustainable food systems.

3. 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.

4. **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.

5. **Other Information**

5.1 **FOODPRINT MELBOURNE**

https://science.unimelb.edu.au/foodprint-melbourne

Foodprint Melbourne is a research project that investigates ways of strengthening the resilience of Melbourne’s food system to increase equitable access to fresh, healthy foods and promote sustainable production and consumption for current and future generations.

Commencing in 2015, the Foodprint project is now in its fourth phase. The current project will build the capacity of local government, state government, civil society groups, and other stakeholders in Victoria to undertake food resilience planning.

The Foodprint Melbourne research team is based in the School of Agriculture, Food and Ecosystem Sciences (SAFES) within the Faculty of Science. The project is funded by the Lord Mayor’s Charitable Foundation. Project partners include the City of Melbourne, City of Greater Bendigo, City of Whittlesea, Merri-bek City Council, Mornington Peninsula Shire, Wyndham City, Community Information & Support Victoria (CISVic), Foodbank Victoria, North East Local Food Strategy Action Group, Open Food Network, Victorian Council of Social Services (VCOSS) and the Victorian Health Promotion Foundation (VicHealth).

5.2 **SCHOOL OF AGRICULTURE, FOOD AND ECOSYSTEM SCIENCES**

https://safes.unimelb.edu.au/

The School of Agriculture, Food and Ecosystem Sciences (SAFES) has a vision of science for flourishing environments and communities. The School brings together diverse discipline strengths to lead the development of new interdisciplinary thinking and high-impact solutions for global challenges relating to climate change, food security, healthy food systems, biodiversity conservation, sustainable forest management, invasive species, and environmentally and economically sustainable agricultural practices. Our expertise spans biophysical, social and technical sciences, and we support a large cohort of PhD students across these domains.

The School teaches a range of undergraduate and postgraduate programs, including the Bachelor of Agriculture, several majors of the Bachelor of Science and, and six Master
coursework programs: Master of Agricultural Sciences, Master of Ecosystem Management and Conservation, Master of Food and Packaging Innovation, Master of Food Science, Master of Urban Horticulture and Master of Environment.

The School is situated across four University campuses, with dedicated agriculture, forest and fire, and urban horticulture facilities that enable exceptional and tailored research capacities as well as unique hands-on learning experience. The School is actively engaged in partnerships with industry, government, alumni, and the community to share knowledge and co-develop solutions to real-world problems. Join a vibrant community committed to benefiting people and nature through education and research.

5.3 FACULTY OF SCIENCE

http://www.science.unimelb.edu.au

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty’s focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University’s campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.
5.4 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

5.5 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.

5.6 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