Project Officer (Digital Research)

POSITION NO 0051452

CLASSIFICATION UoM 6

SALARY $85,134 to $92,154

SUPERANNUATION Employer contribution of 9.5%

EMPLOYMENT TYPE Full time (1.0 FTE) fixed-term for 18 months

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.

CONTACT FOR ENQUIRIES ONLY

Professor Rachel Fensham
Tel +61 3 9035 8630
Email rfensham@unimelb.edu.au

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
Position Summary
The Faculty of Arts at the University of Melbourne supports a vibrant ecosystem of digital research in the arts, humanities and social sciences. Entering its fourth year of operations in this environment, the Digital Studio aims to humanize and leverage digital technologies to transform the ways in which teaching, research and scholarship shape the social, ethical and cultural dimensions of our world. It manages various nationally significant infrastructure resources such as Find and Connect, an internship scheme, and a laboratory style workspace. As Project Officer (Digital Research), the incumbent will enable and extend the Faculty commitment to collaborative research by providing targeted project support, consultation and training in support of digital and data humanities research across the Faculty.

This exciting role is broad and encompasses project management, event management, reporting, maintenance of information databases and websites, as well as provision of general administrative support. The Project Officer should be able to deliver support for the visualisation of research, online content management and social media communications and be able to develop expertise with interactive and digital curation. They will, among other things, coordinate and oversee a wide range of activities, projects and events, such as symposiums and training workshops, facilitating meetings, committees and working groups with HASS researchers, and liaison with institutional stakeholders and partners including the Steering Committee, the Sociocultural Informatics Platform (SCIP), Melbourne Data Analytics Platform, and Scholarly Services.

The Faculty of Arts Research Team is primarily responsible for the organisation and management of activities relating to the Faculty’s research agenda, including strategic research development, staff research support and training and Faculty research compliance and reporting. The Digital Studio is a vital part of that agenda, so the Project Officer will work closely with the Director of the Digital Studio and report to the Faculty Research Manager as a key member of the Research Team able to provide program coordination, support to grant proposals, and research translation across the Digital Studio and other Research Units in the Faculty of Arts, to realise the Faculty’s research potential in the digital humanities and social sciences.

1. Key Responsibilities
   - Work with the Director Digital Studio and the Research Office to coordinate engagement activities and development of partnerships, including symposiums, training workshops and other events.
   - Support research translation and engagement of Faculty academics by scaling up digital infrastructure and capacity.
   - Contribute to high quality presentations arising from research, including virtual and physical installations as required.
   - Manage, create and deliver selected projects, in particular internships and collaborations with industry partners.
Organise research meetings, interviews, and research seminars and conferences as required.

Contribute to developing links with the community, industry partners and other universities.

Work closely with the Research Office to identify and develop competitive funding applications for digital research.

Support the marketing activities of the Digital Studio, research units and networks, including website and social media account maintenance.

Drafting documents, reports and briefing notes for the Digital Studio and digital research projects in relation to a range of issues and priorities.

**Selection Criteria**

1.1 **ESSENTIAL**

- Progress towards, or completion of, postgraduate qualifications in a relevant field, such as archival studies, visual or information computing, or digital humanities and social research.
- A strong record of involvement with research projects and expertise in interpreting complex research, synthesising evidence and knowledge translation.
- Excellent written, interpersonal and oral communication skills, as demonstrated through the delivery of proposals, high quality advice, written reports and briefing notes, with the capacity to communicate with a range of stakeholders from institutional and research environments as well as the industry sector.
- Project management skills, including scheduling and budgeting to ensure the delivery of high-quality project outcomes in a timely manner
- Demonstrated ability to exercise sound judgment and discretion and to handle sensitive information appropriately and confidentially;
- Ability to work collaboratively and flexibly both as a member of a professional team and independently, in an environment with changing demands
- Skills in visualisation or data preparation, and an ability to prepare materials for online publication, that contribute as appropriate to the presentation and dissemination of research projects, which may include data analytics, web design, social media, digital curation and conferences.

1.2 **DESIRABLE**

- Demonstrated capacity to manage research data.
- Experience in collaborating with industry partners e.g. museums, galleries, and the commercial sector e.g. cinemas, technology/media/computer companies.
- Demonstrated experience in event management or other evidence of the ability to convene research symposia or conferences.
2. 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.

3. 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.

4. Other Information

4.1 ORGANISATION UNITS

The Arts Research Office team (led by the Faculty Research Manager) provides high level end-to-end services spanning across the entire research portfolio to academic staff. The Office is central to the development of the Faculty’s research agenda and implementation of its research strategy. The Office plays a pivotal role in promoting research opportunities, monitoring research performance, including grant outcomes, publications, strategic analysis of performance in relation to the ERA, as well as research benchmarking and quality assessments to ensure that the Faculty is best placed to maximise its considerable research strengths and performance track record.

The Digital Studio (led by the Director, Digital Studio) is part of the Faculty of Arts at the University of Melbourne.

https://arts.unimelb.edu.au/research/digital-studio
It adopts an interdisciplinary approach that brings together researchers from across the Arts Faculty and showcases and supports digital methodologies, approaches and topics across the Faculty’s various disciplines. By focussing digital research in one space, the studio facilitates collaborations with other Faculties within the university in order to expand the capability of Humanities and Social Sciences researchers in the digital and information domain of the 21st Century. The Digital Studio is instrumental in developing relevant industry partnerships, and in exploring methods of delivering research findings that are aligned with the Digital Humanities and Social Science Computing.

4.2 BUDGET DIVISION

http://arts.unimelb.edu.au/

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, the Faculty of Arts is one of Australia's oldest and largest faculties with approximately 400 staff and 8000 students engaged in over 900 subjects in more than 40 areas of study. As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- Asia Institute
- School of Culture and Communication
- School of Historical and Philosophical Studies
- School of Languages and Linguistics
- School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- The Office of the Dean and Faculty Executive Director
- The Academic Support Office
- The Strategy, Planning and Resources Unit
- The External Relations Unit
- The Research Office
- The Human Resources Office

For more information on the Faculty please see www.arts.unimelb.edu.au

4.3 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.

4.4 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.

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