

POSITION DESCRIPTION



Research Initiative on Creativity and Wellbeing (CAWRI)
Faculty of Fine Arts and Music

Postdoctoral Research Fellow

POSITION NO	0064118
CLASSIFICATION	Level B
SALARY	\$119,231 – \$141,581 p.a. (pro rata for part time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed-term for 12 months Academic Research Focussed work category
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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jane Davidson Tel +61 435 514 524 Email j.davidson@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 Faculty of Fine Arts and Music (FAM) is seeking to appoint a Postdoctoral Research Fellow for the Creativity and Wellbeing Research Initiative on (CAWRI). CAWRI, established in 2019, works from an interdisciplinary base of researchers focusing on the relationship between creativity and wellbeing. Building upon existing strength at the University of Melbourne, the CAWRI vision is to share ideas and knowledge among multiple stakeholders and across a broad range of disciplines.

The Initiative will link research and translational outcomes and creates new disciplinary connections between researchers within FAM and across other Faculties at the university, e.g.: Architecture, Building and Planning (ABP), Arts (FoA), Education (MGSE), Engineering (MSE), Medicine, Dentistry and Health Sciences (MDHS), and Business and Economics (FBE).

The proposal aligns directly FAM's ambitions to build a research Centre of Creative Health and highlights the need to grow routes to wellbeing across society. CAWRI generates, facilitates and engages in cross-disciplinary research that focuses on the most significant issues of our time.

Under the direction of the CAWRI Chair, currently Professor Jane Davidson, the position is responsible for coordinating the effective operations of the Initiative, liaising with internal and external stakeholders to promote and arrange events, and carrying out research projects and activities.

1. Key Responsibilities

1.1 RESEARCH COORDINATION

- ▶ Support the Chair to establish and service partnership governance structures, including preparing reports, arranging meetings, committee management, documenting outcomes and monitoring budgets
- ▶ Support delivery of incubation and development of new research projects, including writing of publications
- ▶ Support internal events and presentations, public symposia and conferences including co-ordination of rsvp's and other event requirements
- ▶ Co-ordinate CAWRI's web presence, updating content as required on the website, and working with the various External Relations teams to ensure CAWRI is profiled on Faculty and University websites and working with Faculty and Central teams when structural changes are required
- ▶ Co-ordinate the delivery of the Centre's Communications Plan by co-ordinating and creating content with Centre stakeholders and working with the Faculty External Relations team to distribute the content across University, Faculty and Centre channels
- ▶ Work closely with the Chair and the relevant Faculty Research Office(s) to provide support for development of research projects, including: project scoping and writing, planning and budgeting.
- ▶ Ensure that the Initiative's research projects are effectively documented and ensure effective management and storage of research records.

1.2 OPERATIONAL SUPPORT FOR GRANT APPLICATIONS

- ▶ Support the Chair and others in team in facilitating relevant internal and external partnership opportunities

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A PhD with substantial, relevant experience in a research environment.
- ▶ High level organisational, administrative and academic writing skills, with proven experience in delivering projects with minimal supervision in complex reporting environments.
- ▶ Demonstrated capacity to work with a wide range of clients both internal (professional staff, senior academics and researchers) and external (industry partners)
- ▶ High-level problem-solving skills with an ability to formulate independent and informed judgements and maintain confidentiality
- ▶ High-level communication and interpersonal skills with an ability to tailor information to different audiences including academic, administrative, industry and general public.
- ▶ Strong computer literacy including proficiency in the Microsoft Office suite and project management programs.

2.2 DESIRABLE

- ▶ Familiarity with the research culture at the University of Melbourne, including an understanding of the University's policies and procedures pertaining to research, compliance and reporting structures
- ▶ Experience in assisting with the development of competitive grant applications including experience using the Research Management System and in the preparation of budgets
- ▶ A good understanding of the Australian Research Council's (ARC) Linkage and Discovery Schemes
- ▶ Knowledge of the Themis Research Module
- ▶ Experience in production of online content and website maintenance
- ▶ Experience in developing and completing research in Social Sciences/Humanities interface.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position reports to the Chair, CAWRI. The incumbent is expected to work with a high level of independence, be self-motivated, and well able to prioritise work inflows and plan effectively. The position also demands demonstration of initiative, the ability to work without direct supervision, and a capacity to work effectively in a team, sharing expertise, resources and information pertaining to the administration and operation of CAWRI.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Research Fellow will work independently to resolve day to day problems. They will be required to manage, process and respond to information received from multiple sources in a timely and efficient manner. The incumbent will demonstrate well-reasoned judgement, sound common-sense and understanding of the changing environment of competitive research cultures and be able to respond effectively to changing internal and external procedures and requirements. The incumbent will refer complex matters to the Director in the absence of established policies, procedure or guidelines.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires knowledge of the University of Melbourne's practices and policies relating to compliance and reporting requirements for competitive grants and consultancies and familiarity with academic research practices and cultures within the Faculty of Fine Arts and Music. The position requires that the incumbent work effectively with a range of professional and academic staff across the Faculties and University.

3.4 RESOURCE MANAGEMENT

The incumbent will support the Chair with the efficient and timely management of resources designed to support and foster growth in the Initiative.

3.5 BREADTH OF THE POSITION

The Fellow is responsible for a broad range of tasks, and for effective liaison with a wide range of internal and external stakeholders. The position encompasses operational management of CAWRI under direction of the Chair. The incumbent is expected to build strong professional networks designed to support and maintain the Initiative's research profile and projects.

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 CONSERVATORIUM OF MUSIC

Further information about the Melbourne Conservatorium of Music can be found at:

<https://finearts-music.unimelb.edu.au/about-us/mcm>

6.2 FACULTY OF FINE ARTS AND MUSIC

Further information on the Faculty of Fine Arts and Music can be found at:

<https://finearts-music.unimelb.edu.au/>

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>