THE UNIVERSITY OF MELBOURNE

**Office of the Provost
Chancellery**

Content Editor (Melbourne Online)

POSITION NO	0062858, 0062860
CLASSIFICATION	UOM 7
SALARY	$106,432 - $115,211 p.a
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
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	Belinda Cain Email belinda.cain@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

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 University's Advancing Melbourne and Advancing Students and Education strategies set out a vision to enhance Melbourne's position as a leader in higher education. Through targeted investment, Melbourne Online is the University of Melbourne's newly created online education business.

At Melbourne Online, we are not just educators; we're leaders in education, and this newly created role is key to this transformative journey. Reporting to the Associate Director, Production, the Content Editor plays a pivotal role in ensuring the quality and accuracy of content produced by Melbourne Online. They are responsible for editing, proofreading, and quality assurance of all content materials, including written documents, multimedia presentations, and online learning modules. The Content Editor collaborates closely with content creators and subject matter experts to uphold standards of excellence and consistency in messaging and branding across all platforms.

The ideal candidate will possess strong editing skills, attention to detail, and a commitment to maintaining the highest standards of quality in content production.

1. *Key Responsibilities*

- ▸ **Content Editing**: Edit written content for clarity, coherence, grammar, punctuation, and adherence to style guidelines, ensuring high-quality and error-free deliverables.

- ▸ **Proofreading**: Conduct thorough proofreading of content to identify and correct typographical errors, spelling mistakes, and inconsistencies in formatting.

- ▸ **Quality Assurance (QA)**: Perform quality assurance checks on content to verify accuracy, relevance, and alignment with project requirements and client expectations.

- ▸ **User Acceptance Testing (UAT)**: Participate in user acceptance testing processes to assess the functionality, usability, and overall user experience of digital content and platforms.

- ▸ **Permissions Management**: Manage permissions and access rights for digital content, ensuring compliance with copyright laws, licensing agreements, and internal policies.

- ▸ **Collaboration**: Collaborate effectively with learning designers, and other stakeholders to ensure content meets project objectives and aligns with brand guidelines.

- ▸ **Continuous Improvement**: Contribute to ongoing improvement initiatives by providing feedback, sharing best practices, and suggesting process enhancements to optimise content creation and delivery workflows.

2. *Selection Criteria*

2.1 ESSENTIAL

- Education: Relevant tertiary qualification and/or an equivalent combination of relevant experience and education/training in English, Communications Journalism or a related field

- Editing Experience: Proven experience in editing and proofreading written content, preferably in an online learning or digital publishing environment. Familiarity with style guides such as APA, MLA, or Chicago.

- Attention to Detail: Exceptional attention to detail and ability to identify errors in spelling, grammar, and formatting. Strong grasp of language mechanics and editorial conventions.

- Communication Skills: Excellent written and verbal communication skills, with the ability to provide clear and constructive feedback to content creators. Ability to collaborate effectively with diverse teams.

- Time Management: Strong time management and organisational skills, with the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.

- Adaptability: Flexibility and adaptability to work in a fast-paced environment and respond to changing priorities. Willingness to learn new tools and technologies.

- Technical Proficiency: Proficiency in using content management systems (CMS), Microsoft Office Suite, and other editing tools. Familiarity with multimedia editing software and basic HTML/CSS is a plus.

3. Job Complexity, Skills & Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Content Editor works under broad supervision from the Associate Director, Production but exercises autonomy and discretion in managing content editing tasks and workflows.

3.2 PROBLEM SOLVING AND JUDGEMENT

The role requires critical thinking and problem-solving skills to identify and address content-related issues effectively, such as inconsistencies in messaging or errors in accuracy.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Content Editor must possess a strong understanding of editorial standards, style guidelines, as well as familiarity with and copyright laws.

3.4 RESOURCE MANAGEMENT

While primarily an individual contributor, the Content Editor may collaborate with cross-functional teams to allocate resources effectively and ensure timely delivery of content projects.

3.5 BREADTH OF THE POSITION

The scope of responsibilities encompasses all content production activities within Melbourne Online, with opportunities for collaboration and impact across various departments 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 CHANCELLERY

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

- o Delivering strategic leadership
- o Allocating capital according to strategic priorities
- o Developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls.
- o Ensuring identity or brand is consistent with strategic intent and purpose, and
- o Overseeing policies and initiatives that develop the academic and professional expertise of university staff members.

6.2 OFFICE OF THE PROVOST

Led by the Provost, the Office of the Provost supports the achievement of the vision and objectives for education, people and community set out in *Advancing Melbourne 2030*. The Office of the Provost portfolio sits alongside other divisions (Research, International, Strategy & Culture, Administration & Finance) within Chancellery, and is responsible for strategic leadership in:

- o Education and student experience, including curriculum, teaching and learning quality and innovation, learning technologies and spaces, student wellbeing and engagement and widening participation for students from disadvantaged backgrounds.
- o People and community, including Human Resources, academic and professional staff careers, University community-building, diversity and inclusion for students and staff, and the Respect at Melbourne program.
- o Indigenous strategy, including research, education and engagement, student and staff planning, truth-telling and cultural heritage.

The Office of the Provost works closely with Faculties, other areas of Chancellery and external partners.

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