



POSITION DESCRIPTION

School of Languages and Linguistics
Faculty of Arts

Corpus Research Project Manager

POSITION NO	0041805
CLASSIFICATION	Research Assistant Grade 2
SALARY	\$66,809 – \$90,657 p.a.
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Full time fixed-term position until 31 August 2021. Fixed term contract type: Externally funded contract employment
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Nick Thieberger Tel +61 3 8344 8952 Email thien@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 websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The Corpus Research Project Manager will be responsible for the development and management of large on-line corpora for around 15 underdocumented languages of Australia and the region, under broad direction of the Archiving Thread Leader of the [ARC Centre of Excellence for the Dynamics of Language \(CoEDL\)](#). The Corpus Research Project Manager will also liaise with and support CoEDL researchers and stakeholders in use of the corpora and ensuring the legacy holdings and newly collected material is accessible for a variety of users.

You will need strong computational skills, experience in project management and an interest in little-known languages. It is expected that you will be self-directed in managing work assignments and adept in dealing professionally with a range of people from diverse backgrounds.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Postgraduate qualification in a relevant discipline together with extensive relevant experience in Linguistics or Computer Science, an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience in software use or development on various platforms and methodologies relevant to Corpus development.
- ▶ Excellent analytical, problem solving and conceptual skills with the ability to develop and review initiatives and recommendations that contribute to the development of corpora.
- ▶ High level interpersonal and strong communication skills with the ability to build and maintain effective working relationships with a range of people across all levels of the organisation and other stakeholders.
- ▶ Strong leadership qualities and demonstrated ability to collaborate and influence multiple and diverse stakeholders in large complex multi-institutional projects. Ability to work autonomously with considerable independence.
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines.

1.2 DESIRABLE

- ▶ Experience with applying project management methodologies.

2. Special Requirements

- ▶ Willingness and ability to undertake occasional interstate travel.

3. Key Responsibilities

Under the broad direction of the Archival Thread Leader, undertake activities and initiatives towards developing corpora across the Centre of Excellence for Dynamics of Language through:

3.1 TECHNICAL DEVELOPMENT

- ▶ Design and implement a large and complex web based database to capture and organise linguistic collections
- ▶ Develop access protocols and implement these in the systems for creating, accessing and analysing corpus materials
- ▶ Manage and administer the database post implementation
- ▶ Develop standard formats for text that will be eligible for corpus exploration (including both plain text and XML from Flextext and Elan)
- ▶ Identify the range of platforms for delivery of corpus material, both online (including ALVEO, ANNIS, and TXM, among others) and offline (including ANNIS and AntConc), assess their suitability, and implement useable instances
- ▶ Develop interfaces for corpora for use by CoEDL researchers and key stakeholders
- ▶ Remain abreast of developments in corpus systems

3.2 COLLABORATION AND STAKEHOLDER RELATIONS

- ▶ Work with stakeholders to ascertain what should be key properties of interfaces to corpora
- ▶ Liaise with and support researchers upgrading legacy holdings to facilitate the data set's comparability
- ▶ Liaise with and support current corpus shepherds to ensure material is produced and made accessible
- ▶ Work with PARADISEC (<http://paradisec.org.au>) as the repository for corpus material that is to be archived

3.3 TRAINING AND SUPPORT

- ▶ Assist in developing media-linked textual corpora (as in the EOPAS example)
- ▶ Train and support CoEDL corpus developers
- ▶ Extensive documentation of database structure, management, training and support materials.

3.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Develop and maintain effective working relationships with key external partners and service providers.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Corpus Project Manager will receive broad direction from the Archiving Thread leader and will be expected to work with a great deal of autonomy and initiative. There is an expectation to interact with senior stakeholders from external partner organisations on occasion.

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will be expected to exercise significant problem solving, develop and recommend suitable technical solutions, negotiate complex and diverse issues relevant to corpus development and the stakeholders, and exercise sound judgement.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent needs extensive professional knowledge and experience in corpus development and web database construction.

4.4 RESOURCE MANAGEMENT

The Corpus Project Manager will be responsible for effective time management and effective use of allocated resources, without compromising quality or outcomes.

4.5 BREADTH OF THE POSITION

The responsibilities of the position are broad and varied and require the incumbent to deal effectively with staff across all nodes of the ARC Centre of Excellence for Dynamics of Language as well as affiliated stakeholders at all levels.

5. Other Information

5.1 ORGANISATION UNIT

<http://languages-linguistics.unimelb.edu.au/>

<http://www.dynamicsoflanguage.edu.au/>

5.2 BUDGET DIVISION

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, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

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 and the Melbourne School of Government, 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 Studies

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

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

5.4 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/index.html#home>

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*.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

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 <http://www.unimelb.edu.au/unisec/governance.html>.

6. 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/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.