



## POSITION DESCRIPTION

Faculty of Architecture, Building and Planning

### Research Support Officer

POSITION NO	0034024
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
CURRENT OCCUPANT	N/A
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , 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	Sally Jones Tel +61 3 8344 9013 Email <a href="mailto:sally1@unimelb.edu.au">sally1@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## ***Position Summary***

The Research Support Officer is a member of the Research and Industry team in the Faculty of Architecture, Building and Planning (ABP) and reports to the Manager, Research Support. The incumbent is responsible for supporting the human research ethics and graduate research candidature functions within the Faculty.

The Research Support Officer provides high level secretariat support for the ABP Human Ethics Advisory Group (HEAG) and liaises with colleagues in the Research Ethics Integrity Office on complex ethics matters.

This position works closely with the Coordinator, Graduate Research to support graduate research candidates including responding to student enquiries, enrolment and induction of new graduate research candidates and processing candidature variations.

This position supports a broad range of research administration functions including the annual publications collection as well as research development programs and events. The position will also assist with Australian Research Council (ARC) grant applications during peak submission periods.

The Research Support Officer is responsible for research communications within the Faculty including the maintenance of the research sections on the MSD website and staff intranet and the distribution of research news items.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ A tertiary degree with subsequent relevant experience or equivalent combination of relevant experience and/or education and training.
- ▶ Demonstrated ability to provide accurate and timely advice to staff and graduate research students on matters such as graduate research candidature, ethics applications and publications.
- ▶ Excellent written and verbal communication skills and demonstrated ability to manage consultative relationships with key stakeholders.
- ▶ Demonstrated high level of organisational skills and attention to detail with the capacity to handle multiple demands, prioritise tasks and meet tight deadlines.
- ▶ Ability to work flexibly both as a member of a team and autonomously.
- ▶ High level computer literacy including Microsoft Office and database applications, with the capability to learn new applications and systems quickly.

### **1.2 DESIRABLE**

- ▶ Knowledge of the University of Melbourne's policies and procedures, particularly those relating to human research ethics and graduate research.
- ▶ Experience in using University of Melbourne enterprise systems including Ci Anywhere (admissions/candidature management), Themis and Minerva.

## ***2. Key Responsibilities***

- ▶ Coordinate ethics submissions including answering enquiries and providing guidance to academic and graduate researchers on application requirements.
- ▶ Support graduate research candidature management processes including answering student enquiries, coordination of the enrolment and induction of new students, processing of variations to candidature and allocation of funding and prizes.
- ▶ Provide efficient secretariat support for the Architecture, Building and Planning Human Ethics Advisory Group (HEAG) including the coordination of annual ethics reporting.
- ▶ Support research development activities for academic and graduate researchers including workshops, seminars and forums.
- ▶ Support the collection and entry of publications using Minerva Elements.
- ▶ Assist with Australian Research Council (ARC) grant applications during peak periods.
- ▶ Provide research communication and promotion support including the maintenance of web and intranet pages and distribution of research related circulars.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Research Support Officer works under the broad direction of the Manager, Research Support. They will be required to work independently, exercising initiative to solve issues as they arise. The incumbent is required to make decisions in relation to routine matters and refer more complex decisions to the Manager, Research Support and the Manager, Research and Industry.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The incumbent is required to exercise judgement on work methods and task sequence to ensure that work is completed in a timely manner. They will work within published University guidelines and policy, seeking assistance on non-routine matters. They will be expected to demonstrate sensitivity, tact and confidentiality when dealing with staff and student issues.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent is required to have a strong knowledge of University policies, particularly those related to human research ethics and graduate research. A clear understanding of the Melbourne Operating Model and the relationship between the Faculty and University Services is also required.

### **3.4 BREADTH OF THE POSITION**

The Research Support Officer interacts with ABP and University academic and professional staff and graduate research students. The position acts across a range of policy and administrative matters central to research administration.

## ***4. Other Information***

### **4.1 BUDGET DIVISION**

The Faculty of Architecture, Building and Planning at the University of Melbourne is the leading educational and research institution in the Asia-Pacific region addressing the design and realisation of inhabited environments. It actively seeks to extend the linkages between education, research and practice in the design and built environment disciplines, and maintains excellent and extensive relationships with members of the design and built environment professions, government, professional associations and the wider community.

The Faculty has nearly 170 staff and approximately 3000 students, one third of whom are international. It is responsible for the undergraduate degrees the Bachelor of Design and the Bachelor of Environments.

The Faculty's graduate school, the Melbourne School of Design teaches accredited masters courses across the professional disciplines of Architecture, Architectural Engineering, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD aims to inspire learning through interdisciplinary reflection, and is unique in its integration of research, teaching, and practice around the environmental implications of all forms of urbanisation. With opportunities to engage in advanced studio and seminar-based learning and research, MSD students develop new perspectives, critical reflection, and modes of action to address the design, environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally.

The Faculty has an international reputation for excellence in research and research training and is a leader in built environment and urban research. Faculty staff are actively engaged in collaborations and partnerships both locally and globally, to produce research that responds to major social, economic and environmental challenges, as well as fundamental research into design and the built environment in Australia and the Asian region. Our researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density. We also contribute definitive knowledge and understanding of the history, conservation and heritage of the built and natural environment, built environment practice and management, urban morphology and design research.

Through the MSD, we provide the highest quality research training environment, attracting the best and brightest future researchers in our disciplines from around the world.

PhD and MPhil students have access to innovative professional development programs and generous funding support, along with excellent facilities and resources.

We have built strong research foundations by valuing and developing our people, rewarding excellence, and fostering a culture of enquiry, creativity and outstanding scholarship. More information about ABP / MSD can be found at:

<http://msd.unimelb.edu.au/>.

## 4.2 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>.

## 4.3 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.

#### 4.4 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.

#### 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/unisec/governance.html>.

### 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:

<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.