



POSITION DESCRIPTION

Office of the Dean
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant - Diversity and Inclusion

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| POSITION NO | 0043148 |
| CLASSIFICATION | Research Assistant Grade 2, Level A |
| WORK FOCUS CATEGORY | Academic Research |
| SALARY | \$66,809 - \$90,657 p.a. (pro-rata) |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Part-time or full-time. <i>Flexible working hours and job sharing options are available</i> |
| BASIS OF EMPLOYMENT | Fixed-term available for 3 years Fixed-term contract type: Specific Task or Project |
| 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 Louise Harms Tel +61 3 8344 9413 Email: louisekh@unimelb.edu.au |

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Diversity and Inclusion Research Assistant will provide support and report to the Associate Dean (Equity, Diversity and Staff Development) in the Faculty of Medicine, Dentistry and Health Sciences (MDHS). The Research Assistant will assist in the implementation of the MDHS Diversity and Inclusion agenda, in line with the University's Diversity and Inclusion Implementation Plan (2015-2020). They will proactively assist with the planning, development, coordination, and dissemination of various diversity and inclusion research activities in the Faculty, including the ongoing work associated with the strategic plan. They will also contribute to the Faculty's involvement in the Athena SWAN (SAGE) initiative.

The incumbent will be responsible for preparing a range of written materials, reports, evaluation of initiatives and other documents as required. A proactive approach to the management of projects, including the ability to keep projects on track and within scope, as well as identifying opportunities and ways to improve policies and processes is required. In order to do this, the incumbent will be expected to work closely with the Faculty's staff that are particularly addressing diversity and inclusion.

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Assist in identifying key initiatives to support the MDHS diversity and inclusion priorities
- ▶ Support the Faculty's diversity and inclusion initiatives including: project management and coordination; data collection and management; writing proposals and project reports; and liaising with stakeholders as required under the direction of the Associate Dean (Equity, Diversity and Staff Development)
- ▶ Conduct relevant literature reviews
- ▶ Obtain and collate information into proposals in support of MDHS diversity and inclusion initiatives
- ▶ Participate in the evaluation and reporting of the Faculty's diversity and inclusion initiatives
- ▶ Prepare reports in relation to the MDHS diversity and inclusion implementation agenda, and its key initiatives
- ▶ Contribute to publications arising from scholarship and research, such as publication in peer reviewed journals
- ▶ Steady development of an academic research profile in the area of diversity and inclusion

1.2 SERVICE AND LEADERSHIP

- ▶ Communicate with key stakeholders on relevant diversity and inclusion matters
- ▶ Present outcomes of diversity and inclusion projects to relevant audiences
- ▶ Assist with other duties as directed, consistent with the classification of this position
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant PhD or substantial progress towards the completion of a PhD
- ▶ Demonstrated knowledge and experience with diversity and inclusion issues in a higher education setting
- ▶ Highly developed interpersonal and verbal communication skills with the ability to liaise and work effectively with a range of people across all levels of the organisation
- ▶ Excellent written communication skills as demonstrated through the delivery of publications, reports and other complex documents
- ▶ Experience in carrying out complex tasks independently
- ▶ High-level organisational skills, including the ability to prioritise workload and ensure the timely delivery of projects
- ▶ High level problem solving skills with the ability to exercise judgement and initiative

2.2 DESIRABLE

- ▶ Familiarity with University culture, and current educational issues affecting the tertiary sector
- ▶ Familiarity with the national context of gender equity initiatives in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines, namely the Athena SWAN initiative.

3 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 strive to service for excellence and reach the targets of Growing Esteem.

4 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.

5 Other Information

5.1 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.2 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>.

5.3 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/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.

5.4 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>