

# POSITION DESCRIPTION

**Australian Mathematical Sciences Institute**  
Faculty of Science

## Junior Designer

<b>POSITION NO</b>	0043526
<b>CLASSIFICATION</b>	PSC 5
<b>SALARY</b>	\$68,892 - \$ 79,130 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Fixed-term position until 31 December 2020
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Paul Murphy Tel +61 3 8344 1791 Email: <a href="mailto:paul@amsi.org.au">paul@amsi.org.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

AMSI has secured large-scale funding across a number of its national program areas and will undergo major growth in 2017. The new Junior Designer role will provide growing design support to the program managers on collaborative campaigns with AMSI's members and partners across three national program areas: Schools Education, Research and Higher Education, and AMSI Intern, as well as the Institute's advocacy and policy outreach activities. AMSI's program audiences vary broadly and are inclusive of, but not limited to, school and tertiary students, teachers, academics, government and industry.

As part of the design studio, the incumbent will be an energetic and self motivated designer. Reporting to AMSI's Graphic Designer, the Junior Designer will also take creative direction from other senior design staff and work extensively with marketing staff to deliver high-quality audience-focussed artwork in line with program-specific campaigns.

## ***1. Key Responsibilities***

### **1.1 PLANNING AND ADVICE**

- ▶ Under the direction of the Graphic Designer produce targeted and effective artwork to support marketing campaigns in line with agreed design concepts;
- ▶ Provide design advice, particularly on digital design tasks, and pitch design options for marketing initiatives through the delivery of high quality artwork;
- ▶ Deliver timely, high quality visual communications for print, online and other multimedia channels for a broad variety of audiences;
- ▶ Adhere to design processes, AMSI branding guidelines and Australia's Copyright Act to ensure AMSI presents a consistent look and feel across program areas with respect to all existing and proposed communications and outreach activities;
- ▶ Contribute to organisational effectiveness by working in a transparent and consultative manner; sharing personal knowledge and technical expertise; undertaking assigned development activities; maintaining co-operative working relationships with colleagues; and seeking and responding to feedback.

### **1.2 DESIGN**

- ▶ Update current look and feel of the AMSI digital presence including web social and email, produce visual content and take the concepts developed in the print design and transfer them to online content;
- ▶ Deliver effective and engaging artwork for digital and print channels across AMSI's programs;
- ▶ Ensure all print artwork has followed a print-ready process by reviewing and signing off on: files, fonts, images/logos, colours and bleed, trim marks and fold lines;
- ▶ Manage the print production process including price negotiation, stock quality and delivery with print suppliers;
- ▶ Excellent understanding of the aesthetic elements and use of typography;

- ▶ Keep up-to-date with design trends and skills across AMSI's broad target market; from school children and parents to researchers and industry. Implement fresh and attention-grabbing designs to capture these key demographics;
- ▶ Develop and maintain an effective network of suppliers such as printers and image sourcing websites to ensure competitive pricing for design outputs.

### **1.3 SYSTEMS MANAGEMENT**

- ▶ Manage and maintain design tasks through CRM plugin TaskRay and update status once completed.

### **1.4 CORPORATE RELATIONS**

- ▶ Provide design support for the growing intern program through creative design concepts where appropriate;
- ▶ Where necessary, work with key stakeholders, including sponsors, business partners, the University of Melbourne and government agencies in conjunction with other AMSI senior staff, to ensure all design.

### **1.5 OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT**

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ A tertiary qualification or an equivalent combination of relevant experience and/or education/training;
- ▶ Demonstrated experience with design programs: Adobe Creative Suite, Word Press, HTML5 and CSS;
- ▶ Exceptional organisational skills and demonstrated ability to prioritise tasks and manage time effectively under pressure;
- ▶ Demonstrated experience in improving an organisations digital design presence;
- ▶ Strong ability to adhere to strict working practices, including brand guidelines, and sharp attention to detail;
- ▶ Excellent written and spoken communication and highly developed interpersonal skills, with the capacity to provide high level design advice to marketing managers and program managers and make relevant recommendations, and ability to receive design critique;
- ▶ Demonstrated ability to work in a team environment, working collaboratively with a wide range of colleagues and stakeholders, to develop strong and lasting partnerships both internally and externally.

## 2.2 DESIRABLE

- ▶ Experience with prepress and large publication layout, including reprographics and press approval;
- ▶ Creative / digital agency experience;
- ▶ Experience of working in or an understanding of primary, secondary or tertiary education and/or research sectors and/or the not for profit sector.

## 2.2 SPECIAL REQUIREMENTS

- ▶ You will be required to have the ability and willingness to work outside normal business hours and some interstate travel may be required.

# 3. *Job Complexity, Skills, Knowledge*

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Junior Designer reports to the Graphic Designer and also receives general direction from other senior designers staff. The incumbent will work under minimal supervision for their day-to-day activities within standard practice and procedure.

The Junior Designer will be required to act on their own initiative and work autonomously on agreed tasks. The use of initiative and the application of organisational skills are essential.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The Junior Designer is required to exercise sound judgement to prioritise and schedule work to meet deadlines, whilst juggling competing demands. The incumbent will be required to determine when to refer more complex issues to senior staff for guidance and/or resolution.

## 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires the performance of tasks which demand a good knowledge and understanding of AMSI' program areas School Education, Research and Higher Education and AMSI Intern and how they interact with each other and the wider AMSI mission. The incumbent is expected to acquire and maintain an up-to-date knowledge of program changes relevant to the position.

## 3.4 RESOURCE MANAGEMENT

All staff are responsible for the effective management of their time and resources. The Junior Designer will contribute efficient work practices and are expected to suggest ways that the team could more effectively complete its core business.

### **3.5 BREADTH OF THE POSITION**

The Junior Designer is responsible for a broad range of tasks including liaising with academics, university professional staff, students and industry sponsors. The incumbent is expected to acquire and maintain an up-to-date knowledge in areas relevant to the position.

## ***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 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 desire to service for excellence and reach the targets of Growing Esteem.

## ***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

## 6. Other Information

### 6.1 AUSTRALIAN MATHEMATICAL SCIENCES INSTITUTE

[www.amsi.org.au](http://www.amsi.org.au)

The Australian Mathematical Sciences Institute (AMSI) is located at the University of Melbourne and is a departmental unit in the Faculty of Science. It is situated at Building 161 on the university's main campus in Parkville.

AMSI was established in November 2002 with initial funding of \$1M from the Victorian Government's Science, Technology and Innovation Infrastructure grants program and matching funds from a member consortium of Australian universities and other mathematical organisations.

AMSI's mission is the radical improvement of mathematical sciences capacity and capability in the Australian community.

AMSI is a joint venture partnership of 12 universities with membership made up of an additional 16 universities, 5 Government agencies and 5 mathematical and statistical societies.

Since its inception AMSI has developed as a nationally and internationally recognised centre for the mathematical sciences with achievements ranging across:

- Representation of its members and the wider mathematical community in communicating the strengths, importance and vital benefits of mathematics and statistics to journalists, university administrators, politicians, public servants and industrialists;
- Significant participation in and support of high-level submissions to governments;
- Successful organisation of wide-ranging industry-linked activities;
- Enhancement of the national level of competency in school mathematics through provision of well researched, well written mathematics textbooks and teacher resource materials, teacher professional development and electronic teaching aids;
- On-going provision of activities at higher education level including postgraduate and specialist courses and workshops.

### 6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.\* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$70 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

\*Figures from the latest available data for 2015, including published international rankings data.

### 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 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.

## 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 <http://www.unimelb.edu.au/governance>