



POSITION DESCRIPTION

Academic Support Office
Faculty of Arts

Research Support Officer (Staff & Students)

POSITION NO	0034377
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
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	Jo Helsby Tel +61 3 8344 8431 Email jhelsby@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 website:
about.unimelb.edu.au/careers

Position Summary

As part of the Academic Support Office within the Faculty of Arts and based in the School of Social and Political Sciences, the Research Support Officer (Staff and Students) will provide high-level administrative support for the School's Research Training and Research (Staff) activities, working collaboratively to deliver service and quality targets in these areas across the Faculty. The incumbent will maintain a high level of awareness of wider university policies and procedures, issues and activities relevant to the area of responsibility and will contribute to the development of administrative strategies and systems that will enhance the academic support services.

The position also works with Academic Services (University Services) to ensure the provision of support services to students enrolled graduate research programs.

1. Key Responsibilities

- ▶ Provide high-level administrative support for the graduate research activities in the School including assisting with candidature application process and scholarship scoring
- ▶ Assist with the management of all aspects of student candidatures, including candidature variations, milestones and examinations
- ▶ Provide support for the annual orientation, welcome and induction programs for graduate research students in consultation with the Student Programs and Research Support team
- ▶ Manage the allocation of study spaces and resources available for research students in the School
- ▶ Maintain the School's current research student web pages ensuring accurate and timely information is made available
- ▶ Coordinate the allocation of minor thesis supervisors and examiners
- ▶ Provide high-level administrative support for the Research (Staff) including executive support to the R&RT Committee and working closely with Academic leads in this area
- ▶ Working with the School Shepherd, coordinate and support the School process of grant and other research related application submissions, both internal and external
- ▶ Work collaboratively within and across functional areas to ensure broader Faculty goals and objectives are being met. This includes acting as liaison with the Faculty Research team in the delivery of Publications and Ethics administration
- ▶ Undertake ongoing review of processes resulting in continuous improvement and ensuring best practice.
- ▶ Work collaboratively within and across functional areas to ensure broader Faculty goals and objectives are being met.
- ▶ Comply with quality assurance, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ 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 a mix of education and relevant experience.
- ▶ Sound time management skills including the ability to work independently and to manage competing responsibilities.
- ▶ Experience in the use of student systems including Student One
- ▶ Experience with the University's research Training policies and procedures
- ▶ Experience in providing committee support including minute taking, preparing papers and communications
- ▶ Demonstrated ability to perform and work collaboratively in a team.
- ▶ Demonstrated aptitude for self-direction and motivation including an ability to work under pressure when dealing with a variety of tasks, conflicting priorities and multiple deadlines.

2.2 DESIRABLE

- ▶ Experience working in the tertiary or government sector

3. Special Requirements

- ▶ During peak periods of the year Annual Leave may not be able to be granted.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The role reports to the Team Leader, School of Social and Political Studies, Academic Support Office. The incumbent will work independently to resolve day to day problems and in carrying out tasks, will generally only refer issues to others if they are unable to provide a workable solution to problems in the absence of established procedures, where issues fall outside policy guidelines or for issues that require significant intervention.

4.2 PROBLEM SOLVING AND JUDGEMENT

The position has responsibility for applying a knowledge and understanding of Faculty strategic plans, organisational performance and revenue generation to understand the context of the tasks they perform. The incumbent will be required to perform a variety of tasks ranging from the routine to the complex. Many functions will be based on clearly defined procedures and will operate within set time frames, whilst others will require analytical and problem solving skills as well as the ability to develop innovative solutions to problems in the absence of established policies and procedures.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will need to quickly develop a thorough knowledge of Faculty and University strategic plans, organisational performance and revenue generation to apply to in executing the tasks of their role.

4.4 BREADTH OF THE POSITION

The position covers a wide range of tasks often involving liaison with the Team Leader, Research Training, the Graduate Programs Manager and the wider External Relations team, Graduate Schools, Academic Schools, University Services and Students.

5. *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 strive for excellence and reach the targets of Growing Esteem.

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/people/community/responsibilities-of-personnel>

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

7. *Other Information*

7.1 ORGANISATION UNIT

The Academic Support Office works in partnership to support the development, delivery and quality assurance of teaching and learning in the Faculty of Arts, particularly in the following key areas:

- ▶ Selection and Scholarships
- ▶ Undergraduate Programs

- ▶ Graduate Coursework
- ▶ Graduate Research
- ▶ eTeaching/eLearning
- ▶ Student Programs (Enrichment)
- ▶ Tutor Induction

7.2 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 Sciences

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

7.3 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>.

7.4 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.

7.5 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>