



## POSITION DESCRIPTION

School of Social and Political Sciences  
Faculty of Arts

### Australian Centre Research Coordinator

**POSITION NO** 0054577

**CLASSIFICATION** Level A

**SALARY** \$75,289 - \$102,163 p.a (pro rata for part time)

**SUPERANNUATION** Employer contribution of 9.5%

**EMPLOYMENT TYPE** Part-time (0.8 FTE)

**OTHER BENEFITS** [hr.unimelb.edu.au/careers/working/benefits](http://hr.unimelb.edu.au/careers/working/benefits)

**CURRENT OCCUPANT**

**HOW TO APPLY** Online applications are preferred. Go to [www.jobs.unimelb.edu.au](http://www.jobs.unimelb.edu.au) and use the Job Search screen to find the position by title or number.

**CONTACT  
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Email: [eleanor.benson@unimelb.edu.au](mailto:eleanor.benson@unimelb.edu.au)

*Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our websites:

[hr.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## ***Position Summary***

The Australian Centre at the University of Melbourne was founded in 1989 with the assistance from a grant from the Hugh Williamson Foundation. Led by Director Professor Sarah Maddison and deputy Director Dr Julia Hurst, the Australian Centre aims to foster a critical examination of Australian society, culture and history, with an interdisciplinary focus on settler colonialism and its institutions. Building upon the foundational work of the Indigenous Settler Relations Collaboration, a research unit in the Faculty of Arts (2018-2021), the Centre's research programs are guided by an ethical imperative to consider what must be done to inform, shape and give life to more just relations between Indigenous and non-Indigenous peoples on this continent we now call Australia.

Reporting to the Director and working closely with the research team, the Research Coordinator will develop and coordinate the research programs of the Australian Centre. They will support current research projects and initiatives, and identify and secure future opportunities and partnerships. The Research Coordinator will provide research support on project-based work, such as the Centre's major research projects funded through competitive research grants. They will contribute to the Centre's publication outputs by providing research and writing, as well as logistical and editorial support such as ensuring publications adhere to relevant Open Access policies. The Research Coordinator will assist with grant applications and project tenders, including Australian Research Council grants. The Research Coordinator will proactively engage with the Faculty of Arts Business Development team and the Arts Research Office, in order to identify and secure funding opportunities in line with the Centre's strategic research priorities.

The Research Coordinator will have excellent communication and organisational skills, and demonstrate fine attention to detail. They will have proven high-level research and project management experience, and a sophisticated understanding of research trends relating to First Nations and/or settler colonialism. The Research Coordinator will incorporate the key principals of a Place-Based Ethic, Reflexivity, Reciprocity and Justice into their work. They will be familiar with the workplace culture of universities and work well both independently and collaboratively as required.

## **1. Key Responsibilities**

### **1.1 RESEARCH**

- ▶ Support, coordinate and develop the research programs of the Australian Centre as determined by the Director and Deputy Director;
- ▶ Provide research support on project-based work such as compiling, collecting and taking notes on relevant resources including both academic and grey literature, writing literature reviews, as well as data collection, entry and analysis;
- ▶ Effectively communicate research progress to project team/s in both written form and in face-to-face meetings;
- ▶ Provide project management and administrative support on research projects including organising team meetings and maintaining project files;
- ▶ Plan and support fieldwork;
- ▶ Contribute to and support Centre publication outputs by providing research, writing and administrative support throughout the publication process including ensuring publications adhere to relevant Open Access policies;
- ▶ Organise and deliver collaborative research events such as workshops, seminars and symposiums to support and develop the Centre's research programs and incubate new projects and strategic relationships.

### **1.2 RESEARCH DEVELOPMENT**

- ▶ Liaise with and meet regularly with the Faculty Business Development team and Research Office in order to identify and secure contract research work and grant opportunities, in line with the Centre's strategic research priorities;
- ▶ Provide research and administrative support in the development of new projects, funding applications and tenders;
- ▶ Proactively and regularly monitor the Arts Research Office newsletter and other relevant databases to identify appropriate funding and contract opportunities;
- ▶ Work closely with the Centre Manager, the Business Development team or Arts Research Office, and Centre academics to develop and shepherd funding and contract opportunities;
- ▶ Support the strategic research priorities determined by the Director by organising research activities such as workshops, masterclasses and other collaborative research events.

### **1.3 GENERAL**

- ▶ Work collegiately as part of a team and independently as required;
- ▶ Other duties as required by the Director;
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

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

### **2.1 ESSENTIAL**

- ▶ A Bachelor level qualification in the humanities or social sciences;
- ▶ Demonstrated research experience in Australian Politics, Settler Colonial Studies and/or Indigenous Studies, and familiarity with current research trends across these three disciplines;
- ▶ High-level research skills including database searching, data collection and analysis, and reviewing literature;
- ▶ Familiarity with both qualitative and quantitative research methods;
- ▶ High-level project management skills and demonstrated ability to coordinate large research projects with interdisciplinary teams across multiple institutions and/or organisations;
- ▶ Demonstrated leadership and interpersonal skills including experience managing small teams;
- ▶ Excellent written and verbal communication skills, including demonstrated ability to navigate fraught and complex subject matter with care and responsiveness;
- ▶ Proven ability to work both independently and collaboratively, including demonstrated ability to show initiative in planning and guiding work, and a willingness to develop new skills;
- ▶ Experience supporting grant applications and project tenders.

### **2.2 DESIRABLE**

- ▶ Experience in working with non-academic partners on research grants and contract research;
- ▶ Experience in working with Indigenous communities and organisations.

## ***3. Special Requirements***

- ▶ None

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

### **4.1 ORGANISATION UNIT**

[www.arts.unimelb.edu.au/ssps](http://www.arts.unimelb.edu.au/ssps)

### **4.2 BUDGET DIVISION**

The Faculty of Arts is one of the oldest and largest faculties at the University of Melbourne, with over 8,000 students and 400 staff. It is home to the University's first degree - the Bachelor of Arts - the most popular degree in Victoria based on the first preferences of school leavers, and home to the Graduate School of Humanities and

Social Sciences and Melbourne School of Government, which together offer 18 professionally oriented masters programs and a range of research degrees.

The Faculty of Arts is a world-leading institution for research and teaching in a range of disciplines in the humanities, social sciences and languages. The Faculty is ranked 13th in the world for Arts and Humanities and 21st in the world for Social Sciences (Times Higher Education Supplement 2013-14). It 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](http://www.arts.unimelb.edu.au)

### 4.3 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 [www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings](http://www.futurestudents.unimelb.edu.au/explore/about/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 [hr.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers).

#### 4.4 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. [www.growingesteem.unimelb.edu.au](http://www.growingesteem.unimelb.edu.au)
- ▶ 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://www.unimelb.edu.au/research/research-strategy.html>

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*.

#### **4.5 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.

#### **4.6 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 [www.unimelb.edu.au](http://www.unimelb.edu.au).

### ***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.