



POSITION DESCRIPTION

Early Childhood Education
Melbourne Graduate School of Education

Project Officer – REEaCh Hub

POSITION NO	0055834
CLASSIFICATION	Level A or B
SALARY	Level A \$75,289 - \$102,163 (pro rata for part-time) Level B \$107,547 - \$127,707 (pro rata for part time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time / part-time (0.6 – 1.0 FTE)
BASIS OF EMPLOYMENT	12 months fixed-term
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Hannah Stark Email: Hannah.stark@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

Two fixed term project officers (3 to 5 days per week) are required support to the Educational and Developmental Gains in Early Childhood (EDGE) study, within the REEaCh Hub at the Melbourne Graduate School of Education (MGSE). One position will be primarily responsible for fostering relationships with participating kindergarten programs in metropolitan Melbourne and one will work primarily with services in regional Victoria.

The EDGE study is a five-year evaluation of the rollout of three-year-old kindergarten in Victoria. Delivering two years of high-quality kindergarten before school is vital for our youngest citizens as it provides the opportunity to gain an EDGE in learning and development, narrows the disadvantage gap and sets them up for future educational success. Currently, there is limited Australian evidence on the impact of kindergarten on children's outcomes and on how to achieve an equitable and impactful system. The EDGE study will build rigorous evidence around the design, delivery, impact and return on investment of universal provision of early childhood education in the two years before school.

1. Key Responsibilities

The project officers will work within a multidisciplinary team to conduct research activities. This will include the collection of quantitative and qualitative data in early childhood services with children, families, and teachers. The project officers will build professional relationships with kindergarten teachers, directors, and families, and act as a link between participants and the EDGE Study. Tasks will include communication with participants, recruitment of and engagement with early childhood education services and families, classroom observations, direct assessment of children, data cleaning and entry, and other associated tasks.

This role will require experience working in early childhood settings or similar environments, and confidence in communicating with kindergarten directors, teachers, families, and importantly, preschool-age children. This role will predominantly be based in the field, visiting kindergarten programs across metropolitan Melbourne and/or regional Victoria to collect video observation data and conduct assessments of children's cognitive, social and communication development. The project officers will also be responsible for scoring, interpreting and entering data.

Regular travel to services will be required. Overnight accommodation will be provided when required. Some flexibility with start and finish times may also be required, to accommodate participant availability.

This role will provide the opportunity to contribute to a ground-breaking early childhood education research initiative, and gain insight into the research process.

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Use effective written and oral communication skills to liaise with stakeholders, including kindergarten teachers, kindergarten directors, families and children, to provide information about the research and plan visits.
- ▶ Capacity to problem solve and to be flexible, accommodating competing demands on kindergarten staff and families
- ▶ Apply high level time management and planning skills, with a high attention to detail.
- ▶ Adhere to university policies and procedures
- ▶ Ensure appropriate steps are taken to protect private and confidential information

- ▶ Work collegially with the project team
- ▶ Communicate clearly with families and children, and build rapport with participants from diverse backgrounds
- ▶ Conduct standardized assessments of children in a professional and ethical manner, with attention to detail
- ▶ Conduct interviews with kindergarten teachers, directors, parents and other key stakeholders
- ▶ Score assessments and enter data
- ▶ Collect video and survey data
- ▶ Follow study protocols and guidelines, and identify and problems or risks
- ▶ Act in a professional and ethical manner
- ▶ Attend research team meetings
- ▶ Support recruitment and retention of participants
- ▶ Assist with other research activities
- ▶ Perform other tasks as requested by the Director, REEaCh Hub and other senior team members

1.2 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers, and clients through collaboration.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#) .

2.1 ESSENTIAL

- ▶ Tertiary qualification in Early Childhood Education or allied fields, including Special Education, Psychology, Speech Pathology, Occupational Therapy, Social Work, Nursing or similar.
- ▶ Demonstrated experience in early childhood learning and/or development in an educational, clinical or community setting.
- ▶ Experience conducting interviews, observations and/or standardised assessments with preschool-age children.

- ▶ Excellent time and workload management skills and demonstrated ability to follow policies and protocols.
- ▶ Excellent attention to detail regarding record keeping, data handling, and data entry.
- ▶ Strong interpersonal skills and the ability to build rapport and communicate effectively with adults and children.
- ▶ Demonstrated ability to work flexibly, independently, and apply problem-solving skills.

2.2 DESIRABLE

- ▶ Experience in dynamic, project-based research and evaluation environments.
- ▶ Experience providing feedback, supervision or mentoring to others in the workplace.

2.3 SPECIAL REQUIREMENTS OF THE ROLE

- ▶ The individual must have unrestricted right to work in Australia.
- ▶ Any offer of employment may be conditional upon receipt and maintenance of a valid Working with Children Check.
- ▶ Some out-of-hours work may be required.
- ▶ The individual will be required to comply with the EDGE Study COVID Safe protocol, which includes the requirement to be fully vaccinated and will be required to complete regular Rapid Antigen Tests to be provided by the project team.
- ▶ While the project team is based at the University's Parkville campus, this position is predominantly fieldwork and requires regular travel to kindergarten programs. While efforts will be made to allocate services that are close to the project officer's place of residence, this role will require some travel further afield, including in regional Victoria.
- ▶ The individual will require a full driver's license and access to motor vehicle for travel. Additionally, the Research Assistant should be confident driving in a range of weather conditions at different times of day. Travel will be reimbursed at ATO rates.

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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:

<https://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.

5. Other Information

5.1 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>

5.2 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.3 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 <https://about.unimelb.edu.au/strategy/governance>