



POSITION DESCRIPTION

Centre of Visual Art
Faculty of Fine Arts and Music

Centre Coordinator

POSITION NO	0046597
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,400 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time
BASIS OF EMPLOYMENT	Fixed term for 2 years
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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jonathan Laskovsky Tel +61 3 9035 9328 Email jonathan.laskovsky@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

The Faculty of Fine Arts and Music is seeking to appoint a Centre Coordinator for the Centre for Visual Art (CoVA). CoVA as established in 2018 with a specific focus on generating and enabling high quality research in the visual arts, and with an ambition to become the leader in the field of visual art research within the Asia-Pacific region. CoVA provides a contemporary lens to issues in art practice, art history, curatorship, and cultural management, and functions as the catalyst to transform collaborative relationships with major local, national, regional and international institutions.

The principal aims of CoVA are to strategically address fundamental issues in art-making, art history, art writing and curating, and to reflect upon the University's three Grand Challenges, understanding our place and purpose; fostering health and wellbeing; and supporting sustainability and resilience. CoVA generates, facilitates and engages in cross-disciplinary research that focuses on the most significant cultural issues of our time.

Under the direction of the Manager, Research and Industry and working closely with the Director, CoVA, the position is responsible for coordinating the effective operations of the Centre, liaising with internal and external stakeholders to promote and arrange events for the Centre and support research projects and activities.

1. Key Responsibilities

1.1 CENTRE COORDINATION

- ▶ Support the Director to establish and service partnership governance structures, including preparing reports, arranging meetings, committee management, documenting outcomes and monitoring budgets
- ▶ Co-ordinate the delivery of the Centre's Communications Plan by co-ordinating and creating content with Centre stakeholders and working with the Faculty External Relations team to distribute the content across University, Faculty and Centre channels.
- ▶ Co-ordinate the Centre's web presence, updating content as required on the Centre website, and working with the two Faculties External Relations teams to ensure Centre is profiled on Faculty and University websites and working with Faculty and Central teams when structural changes are required
- ▶ Work with and support the Centre's publications team
- ▶ Support delivery of internal presentations, public symposia and conferences including co-ordination of rsvp's, front of house, box office, technical support and other event requirements
- ▶ Develop Special Projects proposals in collaboration and following direction from Director CoVA
- ▶ Assist the Director CoVA to implement the strategic and operational plans
- ▶ Assist in building and maintaining existing industry partnerships through effective consultation and communications
- ▶ Work closely with the Publications team, provide scheduling and administrative support for the CoVA publishing program including the journal's Art+Australia (A+a) including the One Work book and Documents series; Australia and New Zealand Journal of Art, (ANZJA); online journals Unlikely and Project Anywhere, E-Maj and, others.

- ▶ Ensure that the Centre's research projects are effectively documented and ensure effective management and storage of research records
- ▶ Work with the Faculty Research Office and Melbourne Research in the facilitation, preparation and acquittal of Research Agreements and contracts
- ▶ Work closely with the Director, CoVA and the relevant Faculty Research Office(s) to provide support for incubation and development of new research projects, including: partner liaison, project scoping and briefings, planning and budgeting, and liaison with Melbourne Research in relation to competitive grant application processes.
- ▶ Assist in the preparation of Centre Reports
- ▶ Represent CoVA in a reporting capacity on internal and/or external committees and working parties.
- ▶ Coordinate efficient use of appropriate project management software and other administrative processes for effective and timely program delivery.

1.2 OPERATIONAL SUPPORT FOR GRANT APPLICATIONS

- ▶ Co-ordinate the Centre's grant applications, working with the Faculty Research team to support partners, budgets and letters of support
- ▶ Support the CoVA Director and the Faculty RIC support staff in facilitating relevant internal and external partnership opportunities

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant tertiary qualification with substantial, relevant experience in a research and/or visual arts environment.
- ▶ High level organisational and administrative skills, with proven experience in delivering projects with minimal supervision in complex reporting environments.
- ▶ Demonstrated capacity to work with a wide range of clients both internal (professional staff, senior academics and researchers) and external (industry partners)
- ▶ High level problem solving skills with an ability to formulate independent and informed judgements and maintain confidentiality
- ▶ Demonstrated experience developing marketing and communications content for different audiences across a range of platforms - print, social, web and email
- ▶ High-level communication and interpersonal skills with an ability to tailor information to different audiences including academic, administrative, industry and general public.
- ▶ Strong computer literacy including proficiency in the Microsoft Office suite and project management programs.

2.2 DESIRABLE

- ▶ Familiarity with the research culture at the University of Melbourne, including an understanding of the University's policies and procedures pertaining to research, compliance and reporting structures
- ▶ Experience in assisting with the development of competitive grant applications including experience using the Research Management System and in the preparation of budgets

- ▶ A good understanding of the Australian Research Council's (ARC) Linkage and Discovery Schemes
- ▶ Knowledge of the Themis Research Module
- ▶ Experience in production of online content and website maintenance
- ▶ Experience in developing and completing research in the Humanities

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position reports to the Manager, Research and Industry and works under the general instruction of the Director, CoVA. The incumbent is expected to work with a high level of independence, be self-motivated, and well able to prioritise work inflows and plan effectively. The position also demands demonstration of initiative, the ability to work without direct supervision, and a capacity to work effectively in a team, sharing expertise, resources and information pertaining to the administration and operation of the CoVA.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Centre Coordinator will work independently to resolve day to day problems. They will be required to manage, process and respond to information received from multiple sources in a timely and efficient manner. The incumbent will demonstrate well-reasoned judgement, sound common-sense and understanding of the changing environment of competitive research cultures and be able to respond effectively to changing internal and external procedures and requirements. The incumbent will refer complex matters to the Director in the absence of established policies, procedure or guidelines.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires knowledge of the University of Melbourne's practices and policies relating to compliance and reporting requirements for competitive grants and consultancies and familiarity with academic research practices and cultures within the Faculty of Fine Arts and Music and the Faculty of Arts (School of Culture and Communication). The position requires that the incumbent work effectively with a range of professional and academic staff across the Faculties and University.

3.4 RESOURCE MANAGEMENT

The incumbent will support the Director with the efficient and timely management of resources designed to support and foster growth in the Centre of Visual Art.

3.5 BREADTH OF THE POSITION

The Centre Coordinator is responsible for a broad range of tasks, and for effective liaison with a wide range of internal and external stakeholders. The position encompasses operational management of the Centre under direction of Director, CoVA. The incumbent is expected to build strong professional networks designed to support and maintain the Centre's research profile and projects.

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 strive 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/people/community/responsibilities-of-personnel>

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

6. Other Information

6.1 FACULTY OF FINE ARTS AND MUSIC

<https://finearts-music.unimelb.edu.au/>

6.2 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>.

6.3 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.

6.4 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>