

# POSITION DESCRIPTION

Academic Services – Scholarly Services  
University Services

## Manager, Scholarly Communications

<b>POSITION NUMBER</b>	0025045
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 8 - \$103,409 - \$111,927 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Jennifer Warburton, Manager, Research Publications and Programs  T +61 3 8344 8466 Email <a href="mailto:jrwarb@unimelb.edu.au">jrwarb@unimelb.edu.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)

## 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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

## UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

## **ACADEMIC SERVICES**

Academic Services brings together student, academic and library services in an integrated network to support the University's core business of learning and teaching, research and engagement.

This role is located within one of the five service clusters in Academic Services – Scholarly Services – who manages the University's libraries, scholarly and cultural collections, and learning systems. It provides information, research and online learning and teaching technology services to meet the scholarly needs of students and staff

## **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.

## **ABOUT THE ROLE**

### **Position Purpose:**

This position manages the Open Scholarship advocacy and outreach program and services leading long-term institutional-wide cultural change for the academic and graduate researcher community. Operating in a complex, fast-paced and challenging policy and compliance environment, the incumbent will seek opportunities to influence developments to ensure open access funder requirements are met and open access publishing opportunities are realised. This role will develop and iterate user-focused services, audit frameworks and reporting, working with a range of stakeholders and academic divisions to achieve the requisite level of long-term engagement in open scholarship opportunities. The incumbent will ensure

engagement with research output is maximized and the Open access Institutional Repository ecosystem aligns with impact strategies and that training to support open research is developed as an integrated element of research activity. They will work closely with the Associate Director Research Information Management providing input into to overarching Open Scholarship program of activities

No. of direct reports: 1

No. of indirect reports: 1 to 5

Direct budget accountability: na

### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: University wide

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

- Manage Open Access Services co-ordinating input from specialists across professional services and working with academic divisions to identify gaps and implement innovative solutions in response to a complex policy and transactional environment balancing consistency of service with the specificity required by discipline, publisher and funding agencies.
- Ensure the access and preservation of University of Melbourne's open scholarly output by working with key stakeholders (and systems) ensuring effective interfaces, workflows and data quality between library repositories, and research business systems, as required for university reporting and funder compliance and benchmarking
- Ensure all services operate within the relevant regulatory and policy frameworks, monitoring risk and employing relevant service standards, developing and implementing new approaches and services responses as appropriate
- Lead the development of open access training and support in partnership with relevant stakeholders to embed support and provide coherent pathways making links with related areas such as impact and engagement and use of metrics

- Work in partnership with other services to ensure that research outputs are effectively captured, recorded, stored and shared, maximising the exposure of research to public and academic audience including data exchange with national and international systems and long terms stewardship on institutional assets
- Development of service models and solutions to enable open publishing opportunities for researchers and in particular early career and graduate researchers
- Model the required values and behaviours relating to University citizenship, innovation and continuous improvement, and exceptional client service; provide a positive, professional and welcoming interface for all staff, stakeholders and clients

### **Selection Criteria:**

#### **Education/Qualifications**

1. The appointee will have relevant post-graduate qualifications in a relevant discipline and management and supervisory experience, or an equivalent combination of relevant training and/or experience within the tertiary education sector or similar environment

#### **Knowledge and skills:**

1. Expert knowledge of open access principles and trends in scholarly communication and publishing
2. Proven ability to engage in consultation, influence and develop and maintain relationships, understand a diverse range of views, engage stakeholders in constructive discussion and manage expectations
3. Proven ability to practice exceptional interpersonal skills in a diverse stakeholder group enabling constructive discussion and managing expectations
4. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

### **Other job related information:**

Occasional work out of ordinary hours, travel.

### **Special Requirements**

Employment in this position is conditional upon receipt and maintenance of a Working with Children Check