THE UNIVERSITY OF MELBOURNE

Academic Services – Scholarly Services
University Services

Manager, Scholarly Communications

POSITION NUMBER	0025045
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 9 - $111,812 - $116,332 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers, 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.
CONTACT FOR ENQUIRIES ONLY	Jennifer Warburton, Manager, Research Publications and Programs T +61 3 8344 8466 Email jrwarb@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:
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 Access program and represents Scholarly Services interests regarding all aspects of open access, within the University, locally, nationally and internationally. Specifically, the Manager Scholarly Communication plans, develops, delivers and evaluates an Open Access program for greater visibility and access to the research outputs of the university.

The position oversees activities which contribute Melbourne's collections to the open environment, as well as monitoring the scholarly and cultural open environment for collections which may be of use and interest to the community.

This position provides leadership in the development, management and promotion of the Open Access Institutional Repository (Minerva Access) ensuring effective repository services through sourcing inputs, designing and coordinating workflows while ensuring high quality metadata to maximize discoverability of repository contents and develop open access impact of the University.

This position provides advice to senior stakeholders on improvements to processes, policies and strategies relating to Open Access models and the management and visibility of research outputs. It also undertakes an Open Access advocacy role, including compliance with OA policy requirements of funders also ensuring that the research outputs are preserved for access by the global community and there is active analysis and promotion of repository metrics in support of the institutional profile.

Reporting line: Manager, Research Publications and Programs
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability:

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/people/community/responsibilities-of-personnel.
Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Plan, develop, deliver and evaluate an Open Access program, providing strategic direction so this program aligns with the University's strategic imperatives and research requirements.
- Ensure Scholarly Services is an active member of the international Open Access community and communicates open access developments to the Melbourne research community.

- Ensure the access and preservation of Melbourne's open scholarly output by managing the institutional repository (Minerva Access) and ensuring effective interfaces, workflows and data quality between library repositories, and research business systems, as required for university reporting and funder compliance
- Develop, profile and market the institutional repository as a key component of the University's research infrastructure
- Advocate for the deposit of research publications into the Institutional Repository and raise awareness about the opportunity and benefits of open access
- Provide expert guidance and strategic advice to the University community on open access funder mandate requirements and compliance status
- Collaborate with potential contributors to expand the research outputs captured in the Institutional Repository and develop and maintain highly effective relationships and communications with staff, customers, and all stakeholders (internal and external).
- Develop clear and targeted advice and online information for internal use and external reference and reporting on trends and compliance
- 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:

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. Demonstrated experience in the provision and management of repository services in an academic environment and knowledge of emerging trends in digital repositories
4. Expert knowledge of open access principles and trends in scholarly communication and publishing
5. Proven ability to practice exceptional interpersonal skills in a diverse stakeholder group enabling constructive discussion and managing expectations

Other job related information:
Occasional work out of ordinary hours, travel,