



## POSITION DESCRIPTION

School of Culture and Communication  
Faculty of Arts

***Indigenous applicants are strongly encouraged to apply for this position.***

### Research Assistant

POSITION NO	0046478
CLASSIFICATION	Level A
SALARY	\$69,148 - \$93,830 p.a. (pro-rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.4 FTE)
BASIS OF EMPLOYMENT	Fixed-term position available from October 2018 to September 2021 Fixed-term contract type: Research
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Rachel Fensham Tel +61 3 9035 8630 Email <a href="mailto:rfensham@unimelb.edu.au">rfensham@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)

## Position Summary

The Faculty of Arts seeks to appoint a Research Assistant to coordinate and contribute to research coordination, output and reporting activities associated with the Australian Research Council Discovery Project, *Reclaiming performance under Assimilation in southeast Australia, 1935-75* in the School of Culture and Communication. This research is on the role of public performances by Aboriginal and Torres Strait Islanders during the Assimilation era and aims to build Australia's knowledge base by investigating a neglected area of national history, with ramifications for policy, diplomacy, education, and community development.

The Incumbent will be a part of an interdisciplinary project team with the Digital Studio, Faculty of Arts; the Indigenous Studies Unit, Melbourne School of Population and Global Health; and the Wilin Centre for Indigenous Arts and Cultural Development in the Faculty of Fine Arts and Music. The incumbent will be supervised by Professor Rachel Fensham, Associate Dean, Digital Studio.

Key duties include project management, administrative support, communications with a wide range of stakeholders, including literature reviews, managing interviews with Indigenous participants and consolidation of the traditional and non-traditional research outputs of the project. Mentoring in digital archiving and curation will be provided through the Digital Studio and cross-disciplinary expertise.

### 1. Key Responsibilities

- ▶ Maintain liaison between the Melbourne and Sydney research teams and relevant key individuals;
- ▶ Manage the communication and data management requirements of the project;
- ▶ Provide written summaries and reports of research activities and materials as required, including financial administration and management of budget data;
- ▶ Assist with literature review, revisions, copy-editing and preparation of manuscripts for publication;
- ▶ Assist in the management of team meetings, and delivery of workshops;
- ▶ Contribute to the organization of symposia and/or exhibition outputs;
- ▶ Other duties as required by the project team for assistance in delivering project outcomes;
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

### 2. Selection Criteria

#### 2.1 ESSENTIAL

- ▶ Graduate qualifications in a relevant discipline, such as the performing arts, Australian and oral history, Indigenous studies (arts and cultures), materials conservation;
- ▶ Demonstrated experience in project management and reporting in a university environment;
- ▶ Demonstrated ability to work independently and/or to work in a team with other researchers;

- ▶ Excellent written and verbal communication skills, that will enable effective collaboration across academic, intercultural, cross-sector research teams, and administrative staff;
- ▶ Willingness to contribute across all stages of research development, including project meetings, fieldwork, data management and reporting;
- ▶ Significant research skills in data management and confidence with IT infrastructure.

## 2.2 DESIRABLE

- ▶ Basic familiarity with research trends relating to the digital environment and experience working with sensitivity in the Indigenous sector.

## 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 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.

## 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:

<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.

## 5. Other Information

### 5.1 ORGANISATION UNIT

<http://arts.unimelb.edu.au/culture-communication>

The School of Culture and Communication is a thriving research centre for critical thinking in the humanities. This agenda is led by world-leading scholars whose fields of research include literary and cultural studies, art history, cinema and performance, media and communication and Australian Indigenous studies. The School is also host to a range of funded research concentrations, such as the ARC Centre of Excellence for the History of Emotions, the Australian Centre, the Centre for Advancing Journalism and the Research Unit in Public Cultures. More broadly, our academics publish, speak and blog on topics as diverse as romanticism, poetry, Asian popular culture, digital media, climate change, network societies, gender and sexuality, racism, cosmopolitanism, and contemporary arts.

One of the largest Schools in the Faculty of Arts, we contribute exciting majors and subjects to the Bachelor of Arts, as well as offering unique Masters level courses that lead towards professional vocations in publishing, writing, museums and galleries, other arts and media institutions. Our extensive doctoral program includes coursework, as well as many opportunities to participate in reading groups, seminars, conferences and other events that augment the intellectual values of the School.

Our School considers the public life of the humanities an enduring tradition that enriches contemporary society, and we have many community and industry partnerships through which we engage with a wider audience. Explore the School website to discover more about our courses, research programs, graduate seminars, and cultural events.

### 5.2 BUDGET DIVISION

<http://arts.unimelb.edu.au/>

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, the Faculty of Arts is one of Australia's oldest and largest faculties with approximately 400 staff and 8000 students engaged in over 900 subjects in more than 40 areas of study. As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts 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, 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 Sciences

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).

### 5.3 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>.

### 5.4 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. <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.

## 5.5 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>.