



## POSITION DESCRIPTION

Faculty of Fine Arts and Music

### Research Assistant (ARC Future Fellowship *Singing the Future*)

<b>POSITION NO</b>	0045674
<b>CLASSIFICATION</b>	Research Assistant Grade 2, Level A
<b>SALARY</b>	\$69,148 - \$93,830 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part time (0.6 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term position available for 2 years
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	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 Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Dr Sally Treloyn Email <a href="mailto:streloyn@unimelb.edu.au">streloyn@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 the Fine Arts and Music seeks to appoint a Research Assistant to coordinate and contribute to research output and reporting activities associated with a number of existing research projects led by Dr Sally Treloyn (ARC Future Fellow). The incumbent will be supervised by Dr Sally Treloyn, and be a part of an interdisciplinary project team and the Research Unit for Indigenous Arts and Cultures in Faculty of the Fine Arts and Music. Key duties include project management, administrative support, communications with a wide range of stakeholders, and consolidation and development of the traditional and non-traditional research outputs of the Research Unit for Indigenous Arts and Cultures. Indigenous applicants are strongly encouraged to apply.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ A PhD degree in a relevant discipline (such as ethnomusicology, Indigenous studies (arts and cultures), or linguistics) and topic
- ▶ A track record of traditional research outputs as author and/or editor
- ▶ Experience in or knowledge of assembling research statements for non-traditional research outputs
- ▶ Demonstrated experience in project management and reporting in a university environment
- ▶ Willingness to contribute across all stages of research development, from project conception to reporting, in a team environment
- ▶ Demonstrated high-level organisational abilities, with the ability to plan and conduct a variety of tasks simultaneously
- ▶ Excellent communication skills that will enable effective collaboration across academic, intercultural, cross-sector research teams, and administrative staff

### **2.2 DESIRABLE**

- ▶ Independent research agenda that aligns with the objectives of the Research Unit for Indigenous Arts and Cultures.

## ***3. Key Responsibilities***

### **3.1 RESEARCH**

- ▶ Coordinate and manage the team's research output program, including:
  - assemble register of outputs in preparation, in proposal, and in process
  - draft a TRO/NTRO schedule in consultation with supervisor and team members
  - provide support to team members at each stage of the publication process to achieve the proposed TRO/NTRO schedule
- ▶ Develop workflows and workshops to collate and register the team's existing non-traditional research output (NTRO) portfolio
- ▶ Manage and update the team's website

- ▶ Coordinate and, if appropriate, co-edit one edited volume with support from supervisor as required
- ▶ Contribute to the planning and preparation of competitive research funding bids
- ▶ Contribute to the planning and preparation of ethics applications
- ▶ Provide support in reporting requirements of research projects, including financial administration, management of budget data
- ▶ Contribute to the organisation of symposia and consolidation of resultant research outputs

### 3.2 ENGAGEMENT

- ▶ Support team members to present research outputs in a format and with language that is accessible to academic and public audiences
- ▶ Contribute to the development of research training within the team

### 3.3 LEADERSHIP AND SERVICE

- ▶ Attend and participate in relevant workshops and forums within the University
- ▶ Occupational Health and Safety (OHS) responsibilities as outlined in section 5 below

## 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 service 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/topics/responsibilities/>

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>