



POSITION DESCRIPTION

School of BioSciences
Faculty of Science

**ABORIGINAL & TORRES STRAIT ISLANDER APPLICANTS ARE
STRONGLY ENCOURAGED TO APPLY**

Information Architect / Digital Librarian

POSITION NO	0053604
CLASSIFICATION	Level A
SALARY	\$75,289 - \$102,163 p.a. (*PhD entry level \$95,179 p.a.)
SUPERANNUATION	10%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed-Term 1 year
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 Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Andrew Robinson Tel +61 4 0313 8955 Email apro@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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

Joining the Centre of Excellence for Biosecurity Risk Analysis (CEBRA), you will co-design and develop a pilot digital library covering a few chosen topics relevant to biosecurity on behalf of Australia's federal Department of Agriculture, Water and the Environment and New Zealand's Ministry for Primary Industries. The library will comprise research products from CEBRA and other providers. The library will need a taxonomy that is designed to link the ways that researchers describe their research to the ways that users frame their questions. We will test this pilot library using curated case studies. If successful, a one-year extension of the project will expand its coverage and range of sources and establish a sustainable footing.

1. Key Responsibilities

The position description should be read alongside [Academic Career Benchmarks and Indicators](#).

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Lead the design, development, implementation and testing of a pilot multi-stakeholder shared information environment, per the position summary.
- ▶ Develop, design and manage the operating model to support the data management process and continual improvement plan, including initial loading, creation, design, maintenance, monitoring, and access.
- ▶ Manage the processing of data, including matching and maintaining specific object data, and ensuring the quality documentation of data modelling solutions as required.
- ▶ Lead the design and development of SharePoint and/or intranet pages to meet user needs.
- ▶ Stakeholder engagement and negotiation, including collaborating with a broad range of internal and external stakeholders to achieve project deliverables.
- ▶ Prepare technical reports, conference and seminar papers and publications associated with research projects.
- ▶ Publish research outcomes in peer reviewed journals.
- ▶ Present papers at national and international conferences and seminars.

1.2 LEADERSHIP AND SERVICE

- ▶ Communicate and disseminate information relating to research projects to scientific, industry, government and wider communities.
- ▶ Prepare written progress reports aimed at an industrial audience as well as high quality research publications.
- ▶ Participate in staff and student induction and maintenance of equipment as needed.
- ▶ Contribute to and participate in committees, internal and external steering groups, events and other activities at the School of BioSciences.
- ▶ Contribute to a range of administrative functions, including those connected with the field of research.
- ▶ Attend relevant conferences and workshops, subject to funding availability, and incorporate learnings into practice.

1.3 OTHER DUTIES

- ▶ Perform other tasks as requested by the supervisor or the Head of School.
- ▶ Actively participate in the University Professional Development Framework.
- ▶ 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

- ▶ Demonstrated information architecture skills including the use of user experience and design principles and techniques to create digital communication that meets user needs, and demonstrated ability to evaluate performance of information architectures
- ▶ Demonstrated ability to think strategically, consider issues, risks and impacts on operational activity in work areas and apply the university's privacy, ethics, risk, workplace health and safety and security protocols.
- ▶ Demonstrated ability to act as a translator between business needs and technical possibilities, and demonstrated ability to effectively tailor communication and communication styles to meet the needs of the audience.
- ▶ Undertake objective, critical analysis and distil core issues, and apply professional judgement, risk evaluation and in the context of business priorities.
- ▶ Demonstrated ability to work independently under broad direction and act collaboratively in a changing environment, and assist others to adjust including planning, organising and manage work in the context of competing priorities.
- ▶ Demonstrated ability to engage with relevant professional and industry bodies and stakeholders to foster collaborative partnerships.
- ▶ Excellent interpersonal and both written and oral communication skills in English.
- ▶ Excellent ability to work co-operatively and positively in a multi-disciplinary team environment and liaise with people from diverse backgrounds.

- ▶ Demonstrated excellent organisational skills to meet deadlines and bring projects to a timely completion

2.2 DESIRABLE

- ▶ Current passport enabling travel to New Zealand (pandemic allowing!)
- ▶ Skills and experience in prototyping and user experience research to test information flows and experiences.
- ▶ Skills in HTML, CSS, JavaScript, SharePoint Scripting and Web-form development.
- ▶ Skills in D3 or some form of data visualisation.
- ▶ Advanced skills in SharePoint

2.3 OTHER JOB RELATED INFORMATION

- ▶ Occasional international travel is likely – pandemic allowing!

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/topics/responsibilities/>

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://biosciences.unimelb.edu.au>

The School of BioSciences was formed in 2015 through the amalgamation of the School of Botany and the Departments of Genetics and Zoology thus bringing together a critical mass of 150 Academic staff and 240 Research Higher Degree students undertaking world class teaching and research in the biological sciences. Academics within the School are aligned to 2 research domains - Ecology & Evolutionary Biology and Cells & Systems Biology. Through cross-disciplinary collaborations within the School and with external partners the School is a major recipient of grant and contract funding.

The School is a major contributor to the Bachelor of Science, Bachelor of Biomedical Science and the Environmental Science programs, its teaching program reflecting the research interests within the School.

5.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at the University of Melbourne is among the most highly ranked Faculties of Science in Australia*. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 53,000 alumni and is one of the largest faculties in the University comprising six schools: BioSciences, Chemistry, Ecosystem and Forest Sciences, Geography, Earth and Atmospheric Sciences, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and home to numerous Centres.

Science manages more than \$315 million of income per annum, with a staff base in the order of 290 professional staff, and more than 630 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,700 undergraduate and 2,400 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$80 million in HERDC income per annum. The

Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

**Based on 2018-19 subject rankings by QS and Time Higher Education*

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 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

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>