



POSITION DESCRIPTION

Digital Studio
Faculty of Arts

Research Assistant (Digital Studio)

POSITION NO	0041746
CLASSIFICATION	Research Assistant Grade 2, Level A
SALARY	\$69,148 - \$93,830 p.a. pro-rata (PhD Entry Level \$87,415 p.a. pro-rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed-term to 31 December 2018
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	Professor Rachel Fensham Tel +61 3 9035 8630 Email rfensham@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

Position Summary

The Research Assistant will provide program coordination of the Digital Studio in the Faculty of Arts, working closely with the Assistant Dean Digital Studio, Professor Rachel Fensham to realise the Faculty's research potential in the digital humanities and social sciences.

The Digital Studio is an exciting new initiative in the new Arts West building on the main campus of the University of Melbourne. The design and operation of the studio is geared towards innovation and the support and showcasing of digital humanities and social science research projects in development. It will enable collaborative research, bringing together Arts researchers, industry partners and digital experts at different stages in the project life-cycle by providing targeted project support, consultation and training in line with existing service provision in other locations.

The Research Assistant will play a central coordination role within the Studio by assisting the Assistant Dean Digital Studio and advisory and user groups, planning symposiums and training workshops, facilitating meetings with the researchers, institutional stakeholders and partners such as the University's Sociocultural Informatics Platform (SCIP), and assisting in the drafting of grant proposals that have a digital component. The Research Assistant is expected to coordinate the program of events and arrangements for research fellows and collaborative projects and should deliver the visualisation of research, online content management and social media communications of the Digital Studio.

1. Key Responsibilities

- ▶ Support the day to day activities in the Digital Studio and collaborate successfully with Assistant Dean, staff and student researchers and other University stakeholders including the Library, e-Research, Faculty of Arts and Computing to support the research profile of projects within the Digital Studio.
- ▶ Contribute to high quality presentations arising from research produced in the Digital Studio, including its virtual and physical installation as required.
- ▶ Organise research meetings, interviews, and research seminars and conferences as required.
- ▶ Contribute to developing links with the community, industry partners and other universities.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

1.1 EXAMPLE OF OPTIONAL SUB-HEADING

- ▶ Key responsibilities

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A completed graduate-level qualification in a relevant field, such as media studies, visual or information computing, or digital humanities and social research.
- ▶ A strong record of involvement with research projects and the ability to work independently and assume responsibility for research tasks and communication as directed.
- ▶ Demonstrated ability to work effectively as a member of a team.
- ▶ Demonstrated capacity to deliver high quality project outcomes in a timely manner.
- ▶ Skills in visualisation or data preparation, and an ability to prepare material for online publication, that contribute as appropriate to the presentation and dissemination of research projects, which may include data analytics, web design, social media, digital curation and conferences.
- ▶ Experience in office and project management, including the ability to manage competing priorities.
- ▶ Excellent communication and presentation skills, with demonstrated capacity to communicate with a range of personnel from institutional and research environments as well as the industry sector.

2.2 DESIRABLE

- ▶ Familiarity and interest in the area of digital technologies from a humanities or social science perspective.
- ▶ Demonstrated capacity to manage research data.
- ▶ Experience in collaborating with industry partners e.g. Museums, galleries, and the commercial sector e.g. cinemas, technology/media/computer companies.
- ▶ Demonstrated experience in convening research symposia and conferences.

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

The Digital Studio is part of the Faculty of Arts at the University of Melbourne. It adopts an interdisciplinary approach that brings together researchers from across the Arts Faculty and showcases and supports digital methodologies, approaches and topics across the Faculty's various disciplines. By focussing digital research in one space, the studio facilitates collaborations with other Faculties within the university in order to expand the capability of Humanities and Social Sciences researchers in the digital and information domain of the 21st Century. The Digital Studio is instrumental in developing relevant industry partnerships, and in exploring methods of delivering research findings that are aligned with the Digital Humanities and Social Science Computing.

5.2 BUDGET DIVISION

<http://www.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, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

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 and the Melbourne School of Government, 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 Studies

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

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>