



THE UNIVERSITY OF
MELBOURNE



Appointment of

Graduate Researcher Academic Associate, Research Assistance

Research Office, Faculty of Arts



Contents

1. Faculty of Arts
2. Position Description & Selection Criteria
3. The University of Melbourne
4. University of Melbourne's Strategic Plan 2020 – 2030
5. People & Benefits
6. Living & Working in Melbourne
7. Further Information
8. How to Apply & Contact Information

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.





The Faculty of Arts

The Faculty of Arts at the University of Melbourne is widely recognised as Australia's leading centre for the study of the Humanities and Social Sciences

The Faculty of Arts is committed to creating a workplace where equity, diversity and inclusion are celebrated and everyone is treated fairly, regardless of gender, sexuality, ability, ethnicity, religion or age. People with diverse experiences and especially Aboriginal and Torres Strait Islanders and other First Nation people are strongly encouraged to apply.

If you have any accessibility or other requirements for the application or interview, please contact us. We are dedicated to ensuring barrier free and inclusive practices to recruit the most talented candidates. A position description is available in alternate formats if required, including large print.

The Faculty of Arts at the University of Melbourne brings together leading scholars across 40 disciplines of study in the Humanities and Social Sciences. Our academic staff are of international standing and committed to excellence in teaching and research.

The Faculty is home to the University's first degree, the Bachelor of Arts, which is one of the most sought-after degrees in Australia, consistently attracting outstanding students from around the country and internationally. Our teaching programs encourage critical inquiry, creativity, global perspectives and the questioning of ideas. In 2016, the Faculty opened Arts West – an award-winning building in the heart of the historic campus and a new home for the Bachelor of

Arts. Arts West supports active and informal learning through object-based learning laboratories and purpose-built teaching spaces which has transformed teaching and learning in the Humanities and Social Sciences, setting a new benchmark in the Asia region.

Our Graduate School of Humanities and Social Sciences offers 19 professionally oriented Masters programs, including Arts and Cultural Management, Applied Linguistics, Global Media Communication, International Relations and Public Policy and Management. The Graduate School also houses our outstanding PhD program.

Over its 150-year history, the Faculty has produced leaders in a wide range of fields, including government, business, creative industries and media, community and not-for-profit organisations. The Faculty maintains strong strategic relationships with leading international universities through joint teaching collaborations, research projects and student exchange programs. Partnerships with government, not-for-profit and private organisations facilitate work integrated learning opportunities for our students and research collaboration with our researchers. The Faculty has an active and vibrant outreach program, promoting lifelong learning in the Humanities and Social Sciences.

Our community includes over 700 academic and professional staff, 13,000 students across undergraduate, graduate coursework and research higher degree programs, and a strong and active alumni population of over 70,000 worldwide.

Alongside the Graduate School of Humanities and Social Sciences, the Faculty consists of five interdisciplinary Schools:

[Asia Institute](#) – the University's key centre for study in Asian languages and cultures, with programs including Arabic, Chinese, Indonesian and Japanese languages, alongside Asian, Islamic and Contemporary Chinese Studies.

[School of Culture and Communication](#) – with programs in Art History and Curatorship, Arts and Cultural Management, Indigenous Studies, Creative Writing, English and Theatre Studies, Media and Communications, Publishing and Communications, Journalism, and Screen and Cultural Studies.

[School of Historical and Philosophical Studies](#) – encompassing History, History and Philosophy of Science, Philosophy, Jewish and Hebrew Studies, Conservation and Classics and Archaeology.

[School of Languages and Linguistics](#) – includes French, German, Italian, Russian and Spanish languages, alongside European studies, Latin American studies and Linguistics, Applied Linguistics and English as a Second Language.

[School of Social and Political Sciences](#) – with programs in Anthropology and Development Studies, Criminology, Political Science, and Sociology and Social Policy.

FACULTY OF ARTS STRATEGY

Under the leadership of Professor Russell Goulbourne, we have launched a [Faculty of Arts Strategy](#) focusing on:

- Transformative learning
- Research that makes a difference
- Partnerships that add value
- Support for all staff

Mission

The Faculty of Arts is committed to benefiting the peoples, cultures and economies of Melbourne, Australia, the region and the world.

We do this across our distinctively broad range of Humanities and Social Sciences disciplines by creating, transforming and sharing knowledge that deepens and enriches understanding of what it means to be human and by developing graduates whose skills, values and empathy enable them to shape better, fairer and more sustainable societies.

Values and Behaviours

We expect all our staff to commit to our values of:

- Rigour and integrity, generosity and humility, intellectual freedom and critical independence
- Diversity and inclusion, trust and mutual respect, social justice and civic responsibility
- Courage and creativity, openness and transparency, environmental sustainability.

Vision

Building on our achievements to date, by 2025 the Faculty of Arts will be:

- the leading faculty of our kind in the Asia-Pacific region and one of the most compelling in the world, known above all for the difference we make locally, nationally, regionally and globally
- home to a dynamic, diverse and inclusive community of staff and students who are committed to achieving our full potential by working together and with our partners in a spirit of courageous generosity
- transformed by recognising and engaging the ways of knowing held by Aboriginal and Torres Strait Islander peoples, on whose land we work

Position Description & Selection Criteria

It is essential that the Selection Criteria be addressed in the job application. At this university this means including a cover letter that addresses each of the criteria. Applications that fail to address the Selection Criteria explicitly will not be considered. If you have any queries about this please contact **XXXX** (and see 'how to apply' section below).

| | |
|----------------------------|-------------------|
| POSITION NO. | XXXXXXX |
| CLASSIFICATION | Level A |
| SALARY | \$92,243 pro rata |
| SUPERANNUATION | 17% |
| WORKING HOURS | 0.2 – 0.3 FTE |
| BASIS OF EMPLOYMENT | Fixed-term |

Position Summary

The Faculty of Arts Research Office provides strategic support for key research initiatives and delivers services that enable research across the Faculty. The Arts Research Assistance (ARA) program provides research assistance support to aide researchers in achieving high-quality, impactful research outcomes.

This Graduate Research Academic Associate (GRAA) position is a research-focused role that supports researchers in all Arts disciplines. Working under the supervision of the ARA Research Associate, the GRAA will assist researchers across the Faculty through discrete research assistance tasks. The role offers graduate researchers an opportunity to broaden their research experience by contributing to diverse projects and disciplines.

The incumbent will have one or a combination of skills including editing and proofreading, referencing, archival work, translation of a variety of languages, literature reviews, and data collection and management. They will demonstrate flexibility, attention to detail, and a commitment to collaborative work with academic and professional staff, including individual researchers, research groups, and the Faculty of Arts Research Team.

Note: Supervision of employment and graduate research are undertaken independently by different members of staff, but communication between both supervisors and graduate researchers is key to the successful progression of study and performance of paid work.

Key Responsibilities

The incumbent will possess well-established academic skills and strong academic performance.

RESEARCH

- Undertake appropriate research assistance assignments as allocated by the Research Manager. Work activity may include but is not limited to:
 - Preparing literature reviews
 - Collating data to support grant-writing
 - Designing surveys and questionnaires
 - Liaising with research subjects for interviews
 - Drafting ethics applications
 - Maintaining and use specialised equipment for a range of laboratory/experimental activities
 - Synthesising and analyse raw data and findings
- Assist in triaging requests for research assistance support
- Track time allocated to each assignment and assist with reporting requirements
- Work collaboratively with colleagues across the Faculty Research Team to coordinate work and ensure all assignments are completed within deadlines
- Ensure high quality service provision to Faculty of Arts researchers
- Participate in relevant professional development
- Other tasks as directed by the ARA Research Associate or Research Development Manager.

LEADERSHIP AND SERVICE

- Undertaking University required training sessions/programmes
- Attendance at regular Research Office meetings as required and directed by the University
- Undertake up to 30 hours of paid time annually to undertake certified University of Melbourne development programs or activities related to their work and career:
 - The identification of and participation in programs and activities must be undertaken in agreement with the relevant employment supervisor and must include certification of completion and learning outcomes

Selection Criteria

ESSENTIAL

- Currently enrolled as a University of Melbourne student undertaking a graduate research degree (Doctor of Philosophy or other research doctorate, Master of Philosophy, and Masters by research) in the Faculty of Arts, have passed their confirmation and are making satisfactory progress in their course or who are otherwise approved to apply by their Head of School
- Developing expertise in one of the humanities and social science disciplines
- Ability to contribute positively, both individually and as part of a team, to engaged, quality and impactful research
- Excellent written and verbal communication and interpersonal skills
- Excellent organisational skills with the ability to manage one's own time effectively, administer multiple tasks simultaneously and meet deadlines
- Excellent interpersonal skills demonstrated by the ability to effectively work as a part of a small team and liaise with a wide range of people including staff, industry partners and community groups
- Ability to uphold the University's expectations for appropriate and respectful behaviour, including respect; to uphold the University's commitment to a safe, diverse and inclusive workplace; and to comply with the University's statutes, delegations, policies and processes
- Demonstrated knowledge and understanding of the learning orientations of a diverse student cohort, combined with the ability to apply this knowledge and understanding to create a highly inclusive student learning environment
- Demonstrated professional and collegial behaviour of a very high standard (encompassing commitment to the Faculty's Values and Behaviours outlined on page 2).

DESIRABLE

- Familiarity with the University of Melbourne's systems, policies and procedures and a willingness to undertake University training in technologies and procedures relevant to teaching practice
- Commitment to continual improvement and professional development as a researcher
- Proficiency in a language other than English, with preference for German or Mandarin

SPECIAL REQUIREMENTS

- Employment in this position is conditional upon completion of the University's "fit and proper" checks where required and receipt of a valid Working with Children Check prior to commencement.

The Melbourne Graduate Researcher Academic Associate Scheme

The University of Melbourne's Graduate Researcher Academic Associate scheme aims to improve the overall experience of Melbourne graduate researchers, including by fostering greater inclusion of graduate researchers within the University's academic mission, life and community. The scheme invests in the academic training and career development of University of Melbourne graduate researchers, while also providing increased job security.

Key objectives of the scheme:

- Provide graduate researchers with career advancing opportunities to undertake meaningful, paid academic work and to develop professional skills across one or both of the academic domains of Education and Research
- Provide graduate researchers with paid and certified development to support their professional and career development
- Establish new, secure academic employment opportunities for graduate researchers

Eligibility criteria for Graduate Researcher Associate positions:

- All University of Melbourne students undertaking a graduate research degree (Doctor of Philosophy or other research doctorate, Master of Philosophy, and Masters by research) who are:
 - Making satisfactory progress in their course and have passed their confirmation, or
 - Otherwise approved by their Head of School
- Associates must continue to comply with the requirements of their candidature, including maintaining the time commitment appropriate for their study load, and continuation of employment in an Associate position is contingent on their satisfactory progress
- Students receiving stipends must continue to comply with the conditions of award of their funding, and conditions on the receipt of income

from another source to support living costs while undertaking study may impact eligibility for a Graduate Researcher Associate position

- Graduate researchers are only eligible to apply for a Graduate Researcher Associate position within the Faculty they are enrolled in as a student

Graduate Researcher Academic Associate positions are fixed-term part-time, with:

- a minimum FTE of 0.2 and a maximum FTE of 0.3 for full-time Graduate Researchers
- a minimum FTE of 0.1 and a maximum FTE of 0.15 for part-time Graduate Researchers
- minimum 1 year and maximum 5 years in duration, aligned with candidature.

Individual positions can be created in any work focus category (Education and Research, Research Focussed, Education Focussed and Academic Specialist) and are designed to:

- Provide career-advancing opportunities for graduate researchers
- Provide a minimum of 30 hours of paid time annually to undertake certified development to support professional and career development
- Contribute meaningfully to the achievement of local Education and/or Research programs

Note: Supervision of employment and graduate research are undertaken independently by different members of staff, but communication between both supervisors and graduate researchers is key to the successful progression of study and performance of paid work

Equal Opportunity, Diversity & 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

Occupational Health & Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other people who may be affected by their conduct.

OHS responsibilities applicable to positions are published [here](#).

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other staff.



The University of Melbourne

Established in 1853, the University of Melbourne is a public-spirited institution with an outstanding reputation for excellence in research, learning and teaching, and engagement.

Ranked number 34 in the latest Times Higher Education World University Rankings*, Melbourne competes on an international stage with the best institutions globally and has an international outlook and reach to match.

With a rich history stretching over 160 years, the University of Melbourne also occupies a special place in the heart of the city. Since its founding in 1853, the University has been committed to making distinctive contributions to intellectual, cultural, social and economic life in the region and beyond. These values underpin the University's entire academic mission and shape operating practices, preparing engaged graduates and steering research that advances the world.

With a wide range of disciplines, the University of Melbourne currently educates over 52,000+ students from over 130 countries. The University comprises nine Academic Divisions providing learning that stimulates, challenges and fulfils the potential of excellent students from around the world, leading to personal development, meaningful careers and profound contributions to society.

The alumni network is significant and truly international, with representation from 160 countries. This international community includes former Prime Ministers, Governors General, and

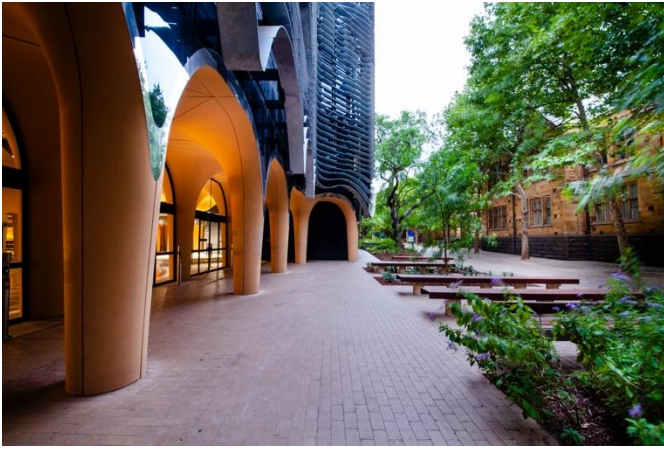
Nobel Laureates, and is a testament to the world-class education the University of Melbourne delivers.

*Times Higher Education World University Rankings 2023

THE MELBOURNE MODEL

Building on long-standing traditions of leadership and innovation in teaching and embracing international developments in curriculum design, the University introduced the Melbourne Model in 2008. The distinctive educational model offers degrees in three broad cycles. At Bachelor level, students select from one of six broad degrees and a limited number of specialist offerings. These programs lay the intellectual foundations for future employment or further study. Most professional qualifications are subsequently offered at Masters level, where students can choose from a variety of professional or specialist graduate programs offering intensive graduate-level experiences that promote deep professional learning. At Doctoral level, students work alongside and are nurtured by international research leaders in a broad range of fields.

The Melbourne Model's curriculum combines academic breadth with disciplinary depth to strategically reposition the University in an increasingly globalised higher education framework. The University prepares its students to enter a world marked by rapid change where graduates must possess the applicable knowledge, and flexible and adaptable skills, to succeed.



The University of Melbourne's Strategic Plan 2020 – 2030

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.



People and Benefits

The University is committed to providing an intellectually stimulating and personally rewarding workplace which attracts people who are the best in their professional, academic and teaching fields

Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. The University is proud of its many staff that have been recognised through prestigious national and international awards and through membership of Australia's learned academics. Among the many scholars of international renown at the University is the winner of the Nobel Prize – Professor Peter Doherty (Physiology and Medicine) and many other public intellectuals and scientific leaders.

The Benefits

The University offers staff more than just a job – it offers them an opportunity to be part of a dynamic world class organisation which provides its staff with exceptional benefits and support at every stage of their life and career.

- Working in a culturally inclusive environment
- Engaging in an active and vibrant campus life
- A focus on health and wellbeing
- Outstanding staff benefits in addition to competitive salary packages

Staff benefits on offer at the University include the opportunity to salary package everything from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs and circumstances, including generous relocation support.

The University also offers a family friendly environment for individuals that need increased flexibility, providing generous leave and working conditions. The University has been recognised as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of Athena SWAN in Australia.

Living and Working in Melbourne

Geography

Melbourne is the capital city of Victoria and the second largest city in Australia. It is set around the shores of Port Phillip Bay and sits beside the Yarra River, around five kilometres from the bay.

Melbourne is home to over 5 million people and has a metropolitan area of 9990.5 km². The Economist Intelligence Unit has frequently rated Melbourne amongst the world's most liveable cities city, based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University's main Parkville campus is based, covers 37.7 km² and has a population of more than 159,000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is home to residents from 180 countries who speak more than 233 languages and dialects and follow 116 religious faiths. The Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung people of the Kulin Nation are the Traditional Owners of the land now known by its European name of Melbourne.

The City of Melbourne is recognised as Australia's cultural capital with a number of world-class galleries and museums, internationally renowned food and wine regions, and an impressive year-round calendar of events catering for all tastes.

Further Information

General Information about the University of Melbourne is available at its website www.unimelb.edu.au

About the University of Melbourne

about.unimelb.edu.au

The University of Melbourne's Strategic Plan 2020-2030: Advancing Melbourne

<https://about.unimelb.edu.au/strategy/advancing-melbourne>

Annual Reports

<http://annualreport.about.unimelb.edu.au>

Faculty of Arts

arts.unimelb.edu.au

Research

University of Melbourne research strategy and implementation

research.unimelb.edu.au

Teaching

Teaching and Learning at the University of Melbourne

provost.unimelb.edu.au

Careers

<https://about.unimelb.edu.au/careers>

How to apply

Please submit your application via the University of Melbourne's Careers [page](#)

The Faculty of Arts is committed to equity, diversity and inclusion. It aspires to reflect the diversity of our local and global communities; where people are valued, respected and have equal access to opportunities and are encouraged to fulfil their talents and potential. Applicants with diverse experiences are strongly encouraged to apply. This includes First Nations people, culturally and linguistically diverse people, Deaf and hard of hearing people, people with a disability, LGBTIQ+, and neurodiverse people. If you have any accessibility requirements for the application or interview, please contact us. We are dedicated to ensuring barrier free and inclusive practices to recruit the most talented candidates. A position description is available in alternate formats if required, including USB, and Large Print.

ENQUIRIES

Contact for enquiries only, please do not send your application to this contact.

| | |
|-----------|----------------|
| NAME | XXXXXXXXXXXXXX |
| TELEPHONE | XXXXXXXXXXXXXX |
| EMAIL | XXXXXXXXXXXXXX |