



## POSITION DESCRIPTION

### Asialink

Office of the Deputy Vice Chancellor (Engagement)

## Research Officer

<b>POSITION NO</b>	0033060
<b>CLASSIFICATION</b>	HEW 8
<b>SALARY</b>	\$87,709 - \$94,934 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 9.25%
<b>EMPLOYMENT TYPE</b>	Full-time (fixed-term) position available for 12 months Fixed term contract type: External funding
<b>OTHER BENEFITS</b>	<a href="http://hr.unimelb.edu.au/careers/working/benefits">hr.unimelb.edu.au/careers/working/benefits</a>
<b>CURRENT OCCUPANT</b>	New
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://www.jobs.unimelb.edu.au">www.jobs.unimelb.edu.au</a> and use the Job Search screen to find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Bruce Bayley Tel +61 3 9035 9944 Email <a href="mailto:bruce.bayley@unimelb.edu.au">bruce.bayley@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 websites:

[hr.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## ***Position Summary***

Asialink Business is a new program by Asialink, Australia's premier body promoting Australia-Asia engagement. Asialink is a partnership between the University of Melbourne and the Myer Foundation ([http://asialink.unimelb.edu.au/about\\_us](http://asialink.unimelb.edu.au/about_us)). In addition to these partners, funding from the Australian Government Department of Industry and the private sector will support Asialink Business in its crucial knowledge building, awareness raising and networking activities. The establishment of Asialink Business will facilitate the development of Asia-relevant capabilities that will drive Australia's economic and jobs growth, as well as enable deeper engagement and relationships in the region. It will help Australian businesses understand and effectively negotiate Asian contexts, including learning to work more effectively with Asian businesses and other partners. Asialink Business will develop Asia capabilities through a range of quality, customisable training offerings.

Asialink Business will operate in three main areas: capability development, applied research, and advocacy. The Research Officer will provide support for Asialink Business's applied research activities through research and creating content. The successful applicant will apply existing strong Asia and business content knowledge and conduct research to provide advice to Asialink, as well as be asked to write or edit content for specific projects. In addition to contributing to applied research projects, the role will also involve contributions to capability and advocacy programs.

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

- ▶ An honours or higher degree with research experience in Asian studies, public policy, or business (e.g. commerce, finance)
- ▶ Experience in business gained through work in the private sector in a business analysis, accounting, or possibly commercial law role, with exposure to Asian business issues. (Experience gained through postgraduate study or work in a business-related government or non-government organisation will be considered but is not preferred)
- ▶ Well-developed understanding of Asian studies and business research sources
- ▶ Excellent interpersonal and negotiation skills especially in interacting with academic, government, and business stakeholders for the purposes of research (e.g. interviews, requests for data, etc.)
- ▶ Ability to work with limited direction to initiate, set priorities and manage varied aspects of projects simultaneously
- ▶ Very strong writing and editing skills demonstrated through academic or professional experience

#### **1.2 DESIRABLE**

- ▶ Highly developed organisational skills
- ▶ Demonstrated high level writing skills in preparing articles for publication
- ▶ Experience with issues typically faced during market entries: e.g. tax regimes, business and financial regulations, free trade agreements, and employment law
- ▶ Some understanding of web management through experience with website back ends or website design

## ***2. Special Requirements***

- ▶ Work outside normal business hours may be required for specific events on some occasions
- ▶ Interstate and overseas travel may be required on some occasions

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

### **3.1 APPLIED RESEARCH**

- ▶ Work with the Asialink Business team to provide desk research and other research to contribute to research projects, including e.g. a website curating resources for business engaging with Asia, research reports such as the Asialink Index
- ▶ In the near to medium term, focus on researching and writing:
  - ▶ Market entry starter packs specific to individual Asian countries directed at SMEs, including the legal and regulatory requirements for setting up businesses, practical assistance on the processes of forming local partnerships, taxes, customs laws, and HR laws which might apply to SMEs, and other detailed, practical issues which could assist SMEs.
  - ▶ Case studies of Australian businesses which have been successful in setting up in Asia examining the issues they faced, the strategies they used, and the opportunities they discovered.
- ▶ Write content for Asialink research activities, including both brief content for web publication and contributions to longer research reports
- ▶ Engage with research partners and contributors to ensure high quality is maintained, including editing third party contributions, assisting in the management of outside researchers, and curating multiple contributors to bring together a finished product

### **3.2 SUPPORTING OTHER ASIALINK BUSINESS ACTIVITIES**

- ▶ Support research required for the Asialink Leaders Program, including identifying content experts to contribute to sessions or researching content to be included in sessions
- ▶ Support research required for other capability development programs, including desk research and other research for course content and learning materials, and possibly including writing learning materials

### **3.3 OCCUPATIONAL HEALTH & SAFETY**

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

## ***4. Job Complexity, Skills, Knowledge***

### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

Working under the direction of the CEO, and later the Director of Applied Research, the role will have varying levels of supervision depending on the task and other priorities. The successful applicant will be required to be able to work independently with little supervision at times, setting priorities and resolving issues without the need for frequent oversight.

## 4.2 PROBLEM SOLVING AND JUDGEMENT

The role requires strong understanding of complex issues related to history, policy, and business. Accurately researching these issues requires strong ability to engage with a variety of sources and astutely determine the best way to present them. The position demands significant problem solving, diplomacy and well developed interpersonal skills.

## 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will quickly build an understanding of the major stakeholders for Asialink Business and Australia Asia business relations in general. The successful applicant will draw on extensive pre-existing understanding of Asia from studies and potentially previous work experience.

## 4.4 RESOURCE MANAGEMENT

While this role is not directly responsible for budgeting, the successful applicant will be required from time to time to consider the financial impact of how projects are being undertaken, or asked to report on the financial and other resources needed to complete required tasks.

## 4.5 BREADTH OF THE POSITION

The outcomes of this position impact on the status and reputation of Asialink and the University of Melbourne within both the wider university community and external environment

# 5. Other Information

## 5.1 ORGANISATION UNIT

[www.asialink.unimelb.edu.au](http://www.asialink.unimelb.edu.au)

Asialink is Australia's premier body promoting Australia-Asia engagement. Asialink works through increasing Asia capabilities and creating connections between Australia and Asia, and is active in education, business, the arts, health, and dialogues. Asialink is a partnership between the University of Melbourne and the Myer Foundation.

## 5.2 BUDGET DIVISION

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

The Engagement Division stewards and supports many of the University's engagement activities and programs in a portfolio aligned with the Engagement strand of the University of Melbourne's triple helix strategy. Engagement Division is led by the Deputy Vice-Chancellor (Engagement) who is supported by the Pro Vice-Chancellor (International) in the fulfilment of international responsibilities and in the management of the International Relations Office. The portfolio comprises the Office of the DVC (Engagement) which includes the International Relations Office, the Office of Admissions, Marketing, Advancement and the Culture and Partnerships Office. The Vice-Principal (Advancement) reports directly to the Vice-Chancellor.

The DVC (Engagement)'s reporting authority and budget oversight encompasses a Cultural portfolio that includes the Ian Potter Museum of Art, Melbourne Theatre Company and Melbourne University Publishing. It extends to the Asia-facing institutes of Asialink, the Australia India Institute and the Confucius Institute.

The Division provides practice leadership in Student Recruitment, Marketing, Advancement and Culture and Partnerships.

### 5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at [www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings](http://www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings)

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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 [hr.unimelb.edu.au/careers](http://hr.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. [www.growingesteem.unimelb.edu.au](http://www.growingesteem.unimelb.edu.au)
- ▶ 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://www.unimelb.edu.au/research/research-strategy.html>

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 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

## 5.6 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 [www.unimelb.edu.au](http://www.unimelb.edu.au).

## 6. 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.