

SWINBURNE

SWINBURNE
UNIVERSITY OF
TECHNOLOGY

Specialist Editor, Indigenous Peoples' Policies

- **Analysis and Policy Observatory**
- **HEW 6 \$77,616 - \$ 83,686 (Pro Rata) + 17% super**
- **Part time role (0.4 FTE), 1 year fixed term contract**

Play an integral role where you make day-to-day editorial decisions that maintain and improve APO's collection on Indigenous Peoples' Policies.

About the job

The Specialist Editor, Indigenous Peoples' Policies, working at the Analysis & Policy Observatory (APO), will be responsible for identifying and posting policy-relevant digital resources in the recently established curated APO Collection Indigenous Peoples' Policies, which can be found at <http://apo.org.au/taxonomy/term/90241>. This newly curated Collection has been initiated in partnership and with support from the Australian and New Zealand Schools of Government (ANZSOG).

This role will be responsible primarily for identifying, curating and adding new policy-relevant content to the new APO collection, from a wide range of resource formats including documents such as reports, summaries, data files, graphics, audio, video and other digital resources.

You will build and enhance the breadth and utility of the policy relevant resources which are catalogued and documented in this new APO collection.

This is an integral role where you make day-to-day editorial decisions that maintain and improve APO's collection on Indigenous Peoples' Policies. The role includes moderation of user-generated content, assisting contributors and other partners to use APO, involving regular stakeholder engagement with organisations and individuals whose resources and material is currently featured in this APO collection.

About you

To be successful in the role, you will have:

- Tertiary level qualification or extensive and demonstrable practical experience that relates to contemporary policy and research issues for Indigenous / First Peoples in Australia and New Zealand.
- Excellent communication skills, written and verbal and the ability to work across diverse interests and cultures.
- Experience of project, time and task management and related tools.
- A full list of the selection criteria is available within the position description

Benefits

Some of our excellent benefits include:

- Private health insurance discounts
- Discounted annual Myki cards are available to Swinburne staff
- Flexible working arrangements

Further information and how to apply

The diverse culture within Swinburne is a source of strength. We are proud to be recognised by the Workplace Gender Equality Agency as an Employer of Choice for Gender Equality 2018 and of key initiatives such as our Pride@Swinburne Strategic Action Plan and our Reconciliation Action Plan which are integral components of our 2025 vision to be world class university creating social and economic impact through science, technology and innovation. Swinburne has also received the Victorian "High Commendation" Multicultural Excellence Award (Business Category).

At Swinburne, we celebrate our diverse culture and the strength this brings to our workforce. We are committed to our Indigenous Employment Strategy and are therefore seeking to increase the representation of Aboriginal and/or Torres Strait Islander peoples within the University, where traditionally they have been under-represented. Specifically, the Analysis and Policy Observatory would like to grow the Indigenous workforce to further enhance the capability within these disciplines.

Pursuant to a Special Measure under Section 12 (1) of the Equal Opportunity Act 2010 (Vic), we will therefore only consider applications from suitably qualified Aboriginal and/or Torres Strait Islander candidates for this position.

To find out more about our Indigenous Employment Strategy please visit: <http://www.swinburne.edu.au/about/our-university/indigenous-matters/reconciliation-action-plan/>

To view the position description or to start an application please **CLICK ON THE APPLY LINK BELOW** to submit a resume, cover letter and response to the Key Selection Criteria, as listed in the Position Description.

Please do not email or send paper applications, all applications must be submitted online.

For further information about the position, please contact Michelle Zwagerman, Director of Operations - mzwagerman@swin.edu.au

If you are experiencing technical difficulties with your application, please contact the Recruitment team on staffrecruitment@swin.edu.au

Should you require further support for an interview due to special needs or consideration, please contact our Diversity Consultant, Dr. Walter Robles, on inclusion@swin.edu.au. For support or queries related to Aboriginal and Torres Strait Islander employment, please contact DeadlyCareers@swin.edu.au.

Applications close at 5pm, Sunday 20th January 2019.

apply