

# PROJECT OFFICER - INDIGENOUS KNOWLEDGE INSTITUTE



**Job no:** 0051500

**Work type:** Fixed Term

**Location:** Parkville

**Division/Faculty:** Chief Operating Officer Portfolio

**Salary:** \$85,134 - \$92,154 (UOM 6)

**Role & Superannuation rate:** Professional - Full time - 17% super

*Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).*

**The position is in the Indigenous Knowledge Institute within Chancellery, and the custodian faculty is the Faculty of Science.**

The University of Melbourne is consistently ranked among the leading universities in the world, we are globally engaged; comprehensive; research-intensive; and committed to responding to the major challenges of our time.

The Indigenous Knowledge Institute will advance research and education in Indigenous knowledge systems. Building on existing strengths at the University, it will invest in innovative and interdisciplinary research, support ethical community partnerships and develop the next generation of Indigenous research leaders.

## **The Opportunity**

**The Indigenous Knowledge Institute** is inviting applications from highly motivated Indigenous applicants to play an influential role in shaping and developing the Institute's engagement capability.

You will support key engagement functions including the creation and management of marketing content across print, digital and multimedia platforms such as web, social media, podcasts, and other video and audio resources. You will manage media enquiries and proactively seek out opportunities to promote IKI's research through a range of media outlets. You will also support IKI events from end-to-end and provide high level support to the IKI Director and Manager.

## **Your Profile**

You will be experienced in engaging and working collaboratively with Indigenous communities to develop and deliver projects. You take a proactive approach in identifying gaps and recommend opportunities to advance the success of the team strategy. Your outstanding interpersonal skills and ability to build relationships will ensure your success in this role.

You will be a highly motivated, curious problem solver with an eagerness to learn and build new skills.

## **You will have**

Excellent interpersonal skills to enable effective communication

- A focus on delivering to stakeholder needs, proactively problem-solving and identifying opportunities for improvement
- Experience engaging and working collaboratively with Indigenous communities and groups
- Willingness to engage in training and development that will advance your skills in communication and your use of multimedia platforms for marketing purposes

## **What we offer you**

We offer flexibility, whatever that may mean for you. Many of our benefit programs and onsite amenities are aimed at supporting you - including generous leave, childcare subsidies, discounted parking, medical and health care. We offer extensive opportunities for personal and professional development, and we'll support you in doing what you love.

We seek to increase the diversity of our workforce and the representation of all members of our community that have been traditionally under-represented.

## **How to Apply**

If you're curious, motivated and ready to undertake a meaningful and rewarding role we're ready to meet you.

Apply online, complete the application and upload the following:

- A cover letter outlining your career profile, experiences and key skills
- A copy of your CV

The published key selection criteria will form the basis for assessing applications however you are not required to respond directly to them.

**Applications close: 01 Feb 2021 11:55 PM AUS Eastern Daylight Time**

**CLICK TO DOWNLOAD  
THE POSITION DESCRIPTION  
AND A LINK TO APPLY**