

## Position Description

**Position Title:** Specialist Editor, Indigenous Peoples' Policies

**Position Number:**

**Classification:** HEW 6 (FTE 0.4)

**Faculty/PAVE Centre/Organisational Unit:** FHAD

**Department:** Analysis and Policy Observatory

### Position Purpose

The Specialist Editor, Indigenous Peoples' Policies, working at the Analysis & Policy Observatory (APO) is 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 new curated Collection has been initiated in partnership and with support from the Australian and New Zealand Schools of Government (ANZSOG).

The role is responsible for building and enhancing the breadth and utility of the policy relevant resources which are catalogued and documented in this new APO collection.

This Specialist Editor role is 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.

The Specialist Editor is responsible for developing further approaches to monitor and collect new content which meets quality standards and they are responsible for cataloguing such material standard to meet APO style guidelines to include relevant metadata which supports user experience.

The person holding this role will make day-to-day editorial decisions that maintain and improve APO's collection on Indigenous Peoples' Policies. The role also includes moderation of user-generated content, assisting contributors and other partners to use APO.

The Specialist Editor, Indigenous Peoples' Policies, at the Analysis & Policy Observatory is responsible for regular stakeholder engagement with organisations and individuals whose

resources and material is currently featured in this APO collection and also those who could be included in further development of other information tools and platforms.

## Location

This position is currently located at the Hawthorn campus but the incumbent may be required to undertake duties at any of the University's campuses. Thus the incumbent must be willing to travel between campuses and work at a range of locations.

## Key Responsibility Areas

Content creation and editing	<ul style="list-style-type: none"> <li>• Monitor a range of information sources which provide policy-relevant material to identify high quality content for APO. Information sources will include governments, community organisations, NGOs, research institutions, think tanks and other publishing channels.</li> <li>• Catalogue a range of content types, with a focus on resources which are freely available and accessible such as grey literature, open access material and non-traditional research outputs.</li> <li>• Create new records for these policy relevant resources, using APO Content Management System.</li> <li>• Provide accurate descriptive metadata and subject information and maintain agreed classification systems.</li> </ul>
Stakeholder and user engagement	<ul style="list-style-type: none"> <li>• Support engagement and partnership with stakeholders and users to improve accessibility to catalogued policy relevant resources and related information tools.</li> <li>• Support a user-centred APO approach which supports the sharing of information across policy networks and communities of practice.</li> <li>• Support engagement activities with the project team, key stakeholders and the wider policy and user community.</li> <li>• Support training.</li> </ul>
Other areas	<ul style="list-style-type: none"> <li>• Participate in APO teamwork processes including planning, promotion, monitoring and APO systems improvements.</li> <li>• Support other APO staff with development and delivery of tools and projects</li> </ul> <p>Assist with collaborative project management and administration</p>
Swinburne Behaviours	<p>Commitment to the Swinburne Behaviours of:</p> <ul style="list-style-type: none"> <li>• <b>Communicate</b> – Say it – have the conversation, respect each other's' differences, give meaningful feedback and share honestly and openly</li> <li>• <b>Listen and Learn</b> – Hear it, learn from it – learn from one another, actively listen to each other, resolve conflict and be innovative</li> <li>• <b>Collaborate</b> – Share it – work constructively together with a common purpose to achieve the university's goals</li> <li>• <b>Trust</b> – Trust it – be open to and with others, act with fairness and respect, inspire positive expectations and communicate effectively</li> <li>• <b>Act</b> – Do it – have a strong sense of immediacy, take practical action and see it through</li> </ul>

## Key Selection Criteria

Candidates are required to respond to each of the selection criteria.

		Essential / Preferable
Qualifications	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Essential
Experience/ Knowledge/Attributes	<ul style="list-style-type: none"> <li>• Excellent communication skills, written and verbal and the ability to work across diverse interests and cultures.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• High level experience of software programs (Word, Excel, Outlook).</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Experience of project, time and task management and related tools.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Knowledge and experience of digital technologies, other resource and information databases, tools and platforms relevant to Indigenous Peoples' policies in Australia and New Zealand</li> </ul>	Preferable
	<ul style="list-style-type: none"> <li>• Knowledge and experience of current issues around research and information access and use in public policy, knowledge exchange and translation, scholarly communication, digital technologies and open access.</li> </ul>	Preferable
	<ul style="list-style-type: none"> <li>• Experience of working with a user-centred design approach, including capturing, documenting and acting upon user feedback to improve user experience.</li> </ul>	Preferable
Other	<ul style="list-style-type: none"> <li>• A valid working with children's check card</li> </ul>	Essential