



POSITION DESCRIPTION

Research, Innovation and Commercialisation
University Services

Senior Partnerships Officer: Cultural and Community Engagement

POSITION NO	0043015
CLASSIFICATION	PCS 8
SALARY	\$95,844 - \$103,739 per annum
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full time (1.0 FTE) Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kevin Orrman-Rossiter Tel +61 3 8344 1539 Email kevin.orrman@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:

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

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy at <http://about.unimelb.edu.au/strategy-and-leadership>.

CHANCELLERY ENGAGEMENT

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

Engagement encompasses the interactions between the University and wider society for the enrichment of both, and forms one strand of the University's 'triple helix' strategy. The Engagement portfolio oversees the University's engagement agenda, set out in Engagement at Melbourne 2015–2020: http://about.unimelb.edu.au/__data/assets/pdf_file/0007/1713967/Engagement-at-Melbourne-2.pdf. Led by the Vice-Principal (Engagement), the portfolio leads strategy in several functional domains – marketing and communications, library and cultural collections, culture and public engagement, and community engagement – working collaboratively across Chancellery, University Services, academic divisions and external partners.

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services

- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) provides targeted services and commercial expertise that supports the smooth management of research and the growth of external commercial engagement. RIC provides services in four clusters:

- Research, Innovation and Commercial Engagement supports the development of the research and commercial engagement funding streams, supports academics in strategic engagement with external commercial partners, assesses technologies for IP protection and development, and manages IP and licensing portfolios. The team, particularly those in the business development group, works in collaboration with academic divisions, chancellery and the broader community.
- Major Initiatives, Contracts and Grants provides strategic planning, legal and innovation support for major initiatives through proposal and tender planning and development for major initiatives; and manages the processing of grants and contracts, providing compliance and risk advice and contract management, acting as single key points of contact for grants of all types.
- Teaching and Learning manages an award and non-award course portfolio, providing program management including planning, financial management, logistics, end to end student management, performance reporting and evaluation.
- Research Ethics and Integrity provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellery to support seven key areas of governance and oversight: research integrity, human research ethics, animal ethics, gene technology, biorisk management, animal welfare and export controls.

ABOUT THE ROLE

Position Purpose:

The Senior Partnerships Officer: Cultural and Community Engagement will take a leading role in the coordination of the University's Engagement priorities and strategic partnerships with industry, NFP, government and other public and private sector organisations to grow the impact and benefits of these collaborations. These responsibilities will be underpinned by the objectives of the Engagement at Melbourne Strategy, in particular the following Keystone Engagement Programs: Cultural Impact, Engaging Melbourne's West, Engaged Campus Neighbourhoods and Goulburn Valley. Working across Chancellery Engagement and the Business Development team within the Research, Innovation and Commercialisation (RIC) portfolio, the incumbent will provide support and advice to the Associate Director Cultural and Public Engagement and Strategic Engagement Partnership Manager in Chancellery. Working within a hub and spoke model, a key dimension of the role will be to provide an effective interface in a matrix environment encompassing internal stakeholders across Chancellery, RIC, Academic Divisions and external stakeholders in the cultural and community sectors. Responsibilities will range from project support, coordination of meetings, administrative support, preparation of reports, attendance at governance meetings and providing high level advice on the basis of detailed analysis where required.

Reporting line: Manager, External RIC Enquiries, with a dotted line to Associate Director Cultural and Public Engagement and Strategic Engagement Partnership Manager, Chancellery Engagement. KPAs set collaboratively by Chancellery Engagement, Manager, and Senior partnership Officer.

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: Nil

Key Dimensions and Responsibilities:

Task Level: Moderate

Organisational Knowledge: Extensive

Judgement: Significant

Resource Management: Moderate

Operational context: Industry, NFP, government and other public and private sectors.

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at

<http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Provide support and advice on the management and administration of Chancellery Engagement partnerships and external collaboration activities, coordinated by the RIC portfolio within University Services in liaison with Chancellery Engagement.
- Work with a range of academic and professional staff at all levels across the University and externally, creating, developing and executing opportunities for collaboration.
- Coordinate and attend governance and steering committee meetings, which may include arranging meetings, and providing secretariat support to various activities related to collaboration initiatives currently being managed by Chancellery Engagement.
- Prepare briefing documents for key internal and external stakeholders.
- Monitor and record partnership data and report and bench mark Engagement partnership activities.
- Provide oversight of contract negotiations and coordinate proposals and budgets for key projects.

Selection Criteria:

Education/Qualifications

1. The appointee will have: Completion of a degree, with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.

Knowledge and skills:

2. Demonstrated high-level interpersonal and written communication skills (including correspondence, activity analysis, report writing, and liaison with external parties and internal stakeholders).
3. Experience working in or with cultural and community organisations and an understanding of the policy and operational context of the cultural and community sectors nationally and/or regionally.

4. Ability to conceptualise complex project information, to work with and manage ambiguity, exercise judgement, and to identify and follow up on issues while keeping the relevant senior team members informed.
5. Demonstrated ability to work independently and as part of a team in a complex matrix management structure.
6. Experience supporting partnerships at a higher educational institution and/or industry, government or public/private sector organisation.
7. Excellent time management and organizational skills, with the ability to prioritise tasks and exercise strong attention to detail.
8. Extensive experience in the provision of a range of administrative support to senior staff with a capacity to exercise diplomacy and discretion and a proven ability to handle information in a confidential and appropriate manner.
9. Demonstrated ability to provide exceptional quality advice to academic and professional staff at many levels.
10. Demonstrated ability to work effectively as a member of a small professional team committed to quality service to internal and external clients.

Desirable:

11. Ability to update and manage web page content.

Other job related information:

During peak periods leave will not normally be approved and additional work outside of normal business hours may be required.