



## POSITION DESCRIPTION

**Asialink**  
Chancellery International

### Asialink Director Administration

<b>POSITION NO</b>	0019005
<b>CLASSIFICATION</b>	Senior Manager 1
<b>SALARY</b>	\$150,162
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>EMPLOYMENT TYPE</b>	Fixed term contract type: Externally funded contract employment
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>CURRENT OCCUPANT</b>	n/a
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Penny Burt Tel +61 3 8344 4800 Email <a href="mailto:p.burt@asialink.unimelb.edu.au">p.burt@asialink.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:

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

## ***Position Summary***

Asialink is a department of the University of Melbourne under the portfolio of Chancellery International.

Asialink is Australia's leading centre for creative engagement with Asia. It provides insights, develops capabilities and connects people through education, arts, diplomacy and business. Asialink has thirty years of experience working closely with communities in Australia and Asia to enable our collective prosperity and security.

As a member of the Asialink Executive, the Asialink Director Administration is responsible for developing and implementing strategies, policies and procedures to ensure the effective and efficient functioning of the Asialink Group. Under the direction of the Group CEO, the Asialink Director Administration will lead the management of financial, human, administrative, and physical resources of Asialink. They will also be responsible for the day to day operational management, oversight of reporting and internal evaluation and act as an important liaison with the University of Melbourne on all aspects of administration. With the Group CEO, they will provide support to the Executive Management Committee which oversees Asialink, as well as the Asialink Council.

The Asialink Director Administration will work closely with the Directors of each Asialink program area to provide high quality management and administrative support for program area objectives and deliverables.

The Asialink Director Administration will play a key role in both the strategic and operational decision-making of the Asialink management team. As such, they will possess excellent leadership and interpersonal skills; a proven understanding of and experience in the university or not-for-profit sector; a keen strategic mind and stakeholder management skills of the highest order.

Ensuring financial sustainability of Asialink is a high priority for the management team. The Asialink Director Administration will be responsible, together with the CEO, for developing a strategic financial management plan, and coordinating efforts in fund raising through grant applications and philanthropic outreach. They must have extensive experience in collecting, analysing and communicating management and financial data. In particular, the Director Administration will be responsible for the complex and specific financial management and reporting functions of Asialink, and a range of regular accountability processes and procedures.

The Asialink Director Administration will directly manage the Asialink Administration and Finance team which has responsibility for finance, OH&S, human resources (together with the University of Melbourne HR Business Partner), the technology platform and CRM.

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

#### **1.1 ESSENTIAL**

- ▶ Graduate qualifications in finance/ business and extensive experience in management preferably in a tertiary institution or a not-for-profit (eg think tank, business association, social sector organisation); or an equivalent combination of relevant experience and/or training.
- ▶ A proven track record in providing strategic advice to senior management, particularly in relation to planning and implementing strategic and operational initiatives.
- ▶ 8 years+ senior management experience

- ▶ Demonstrated ability to develop and implement strategic and operational plans and establish, implement and review policies, procedures and initiatives.
- ▶ An understanding of adaptive leadership to contribute to design of strategies and interventions that act as a catalyst for change.
- ▶ Highly developed conceptual, analytical and problem-solving skills.
- ▶ High level communication and interpersonal skills to influence negotiate and articulate complex information and ideas in a form that meets the needs of stakeholders at all levels.
- ▶ Proven ability to build collegial partnerships to engage with stakeholders at all levels to create a network of influence that achieves results.
- ▶ Extensive high-level finance and accounting experience, including budgeting and reporting.
- ▶ Strong verbal and written communication skills.

## 1.2 DESIRABLE

- ▶ Familiarity with policies and procedures in a higher education setting

## 2. *Special Requirements*

- ▶ There may be a need to attend meetings and/or events outside of the normal business hours and travel required.

## 3. *Key Responsibilities*

### 3.1 LEADERSHIP AND ENGAGEMENT

- ▶ Contribute to and work collaboratively with the Asialink Executive team to support the evolution of the organisation as a national and international institution and to contribute to effective communication and team work within the organisation.
- ▶ Provide strategic leadership through facilitating and advising on strategy development and its implementation across areas of responsibility, recognising the challenges of an ever changing environment and a mission-led not-for-profit
- ▶ Provide expertise and advice to facilitate specific strategic initiatives across program areas.
- ▶ Develop and maintain effective relationships and strategic alliances with a variety of relevant stakeholders to deliver on organisational goals.

### 3.2 FINANCE AND ADMINISTRATIVE MANAGEMENT

- ▶ Provide proactive and innovative solutions to addressing business challenges and achieving the goals and objectives of program areas
- ▶ Develop policy and procedures for budget setting, in the context of University Statutory requirements, competitive neutrality and the Trade Practice Act and ensuring best practice reporting to government, corporate and philanthropic funding bodies.

- ▶ Lead the annual budget setting process and support Directors with monthly assessment against budget (including all income sources, expenditures and cash flow).
- ▶ Provide leadership by building strategies to ensure high level corporate services delivery to program areas
- ▶ Ensure that practices are compliant with University and Statutory regulations

### 3.3 OPERATIONAL MANAGEMENT

- ▶ Ensure that the physical assets and accommodation are managed in an efficient and effective manner and that appropriate planning is undertaken to accommodate changes in staff numbers and direction.
- ▶ Ensure that all safety standards and regulations related to all aspects of the department's activities are met in accordance with Occupational Health and Safety Guidelines and University SafetyMap guidelines.
- ▶ The incumbent must be highly conversant with the daily operations of the Department and be able to balance the operational management with the longer-term strategy.

### 3.4 HUMAN RESOURCE MANAGEMENT

- ▶ Manage the longer term and short term human resource planning for the department including ensuring that implications of major changes to funding are appropriately foreseen and managed.
- ▶ Ensure that the department conforms to University policies and procedures regarding Human Resources and staff recruitment.
- ▶ Provide advice and direction to the Group CEO, Directors and senior management staff in relation to University Human Resource policy and procedures and in relation to the particular needs of a department with an extensive range of external funding bodies and with diverse human resource requirements.

### 3.5 OCCUPATIONAL HEALTH AND SAFETY (OH&S) AND ENVIRONMENTAL HEALTH AND SAFETY (EH&S)

- ▶ 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

The incumbent operates under the broad direction of the Group CEO to conceptualise, develop and implement strategies with a high level of independence. The position is required to influence strategy in areas of responsibility to ensure innovation in administrative systems to enhance the efficiency of the organisation as a whole. Significant responsibility in delegated areas is conferred on this position to ensure that administratively the department operates in accordance with and complies with a range of University policies and procedures and meets the demands of a diverse, high level group of stakeholders.

## 4.2 PROBLEM SOLVING AND JUDGEMENT

This position requires high level strategic planning, conceptual, analytical and complex problem solving skills to adapt new concepts and opportunities and implement appropriate solutions. Exceptional stakeholder management skills are required to align competing needs and priorities with the strategic goals of the organisation. The capacity to integrate a range of internal and external policies and strategies to achieve objectives in a complex environment is essential.

## 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Asialink Director Administration must maintain a sound understanding of University policies and standards, environmental health and safety matters and be alert to the broader Australia/Asia issues relevant to the areas of responsibility. The incumbent is expected to have a high degree of computer literacy and well-developed skills in the use of spreadsheets, databases, accounting packages and web-based systems.

## 4.4 RESOURCE MANAGEMENT

The position will be responsible for working with the Group CEO and Directors to manage program and organisational budgets.

## 4.5 BREADTH OF THE POSITION

The Asialink Director Administration is an active member of the Asialink Executive. The role requires the incumbent to exercise adaptive leadership, professional expertise and management skills to ensure successful project and program delivery. The incumbent will be required to undertake a wide range of tasks and work across a diverse stakeholder group, interacting effectively with Executive, directors, program managers, Asialink and wider University staff. The position requires the incumbent to work with a broad range of issues relevant to the operation of the organisation and to be creative and responsive to challenges that will arise with extremely tight timelines.

# 5. Other Information

## *Other Information*

### 5.1 ASIALINK

[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, and track II diplomacy. Asialink is a partnership between the University of Melbourne and the Myer Foundation.

## 5.2 CHANCELLERY INTERNATIONAL

Led by the Deputy-Vice Chancellor (International), Chancellery International provides strategic guidance and expert advice for internationalisation and global engagement, through:

- ▶ Coordination and oversight of the establishment, development and review of the University's formal bilateral and multilateral relations with overseas universities and other strategic partners;
- ▶ Development and strengthening of international funding, networking and mobility opportunities;
- ▶ Provision of strategic region and country-specific advice to the University's Chancellery, faculties, graduate schools and other relevant stakeholders;
- ▶ Advancement of the international diplomatic relations strategy and provision of intelligence in relation to key government agencies and diplomatic missions in Australia and overseas;
- ▶ Development and oversight of protocol for the management of high-level incoming international visits and delegations;
- ▶ Management of international visit programs for high-level visitors to the University; and
- ▶ High-level representation of The University of Melbourne in Australia and internationally.

## 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 <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/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 <http://about.unimelb.edu.au/careers>.

#### 5.4 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.

#### 5.5 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 <http://www.unimelb.edu.au/unisec/governance.html>.

### ***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.