Faculty of Science

Administration/Project Coordinator – Melbourne Biodiversity Institute

POSITION NO 0060945
CLASSIFICATION UOM 7
SALARY $102,338 - $110,780 p.a. (pro rata for part-time)
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Part-time (0.6-0.8 FTE) negotiable
BASIS OF EMPLOYMENT Fixed term for 12 months
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

CONTACT
FOR ENQUIRIES ONLY
Name: Dr Rachel Morgain
Tel: 0419 710 770
Email: rachel.morgain@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Position Summary

As part of the University's Advancing Melbourne institutional strategy, Melbourne Biodiversity Institute (MBI) is a newly established interdisciplinary institute with a focus on addressing the multifaceted challenges posed by biodiversity loss and degradation. Reporting directly to the Deputy Director of MBI, the Project Coordinator plays a pivotal role in assisting the successful execution of MBI's mission and objectives. This position offers an opportunity to work at the intersection of science and research, environmental conservation, and social impact.

1. Key Responsibilities

Under the broad direction of the Deputy Director, the Administration/Project Coordinator will support the effective delivery of strategy and operations within the Melbourne Biodiversity Institute across the following areas:

1.1 OPERATIONS & PROJECT MANAGEMENT

- Work closely with the Deputy Director and Director to coordinate and deliver the institute's program of work, ensuring alignment with strategic goals.
- Efficiently manage administrative tasks, including scheduling, responding to queries, arranging meeting, managing both Director and Deputy Director calendars, distribution of documents and information, collation of data, and support in report writing, ensuring accurate and timely execution.
- Communicate effectively with a diverse group of individuals and stakeholder organizations, fostering productive relationships critical to project success.
- Oversee project work plan, monitor progress, track milestones, and help develop and shape project reporting as needed to ensure project objectives are met.
- Work collaboratively within a multi-disciplinary team, coordinating project personnel activities, meetings, and facilitating seamless communication across collaborators.
- Maintain accurate records and prepare compliance reports, disseminating reports to relevant parties, and ensuring adherence to reporting standards.
- Develop and coordinate proposals and Annual report for key initiatives, including content sourcing, synthesis, writing, editing, and gathering input and feedback from project stakeholders.
- Develop and deliver presentations as required to communicate project progress and outcomes effectively.
- Represent the Institute at administrative and management meetings and oversee two-way communication, planning and scheduling of tasks, as required.
- Build and maintain strong and effective relationships with internal and external staff to ensure the efficient delivery of operational activities in a diplomatic manner.
- Any other duties allocated by the Deputy Director.
2. Selection Criteria

2.1 ESSENTIAL

- A tertiary degree in a relevant discipline and subsequent experience in operations and/or research or business administration, or an equivalent combination of relevant experience and/or education/training
- Strong administrative, planning, and organisational skills.
- Experience in strategy planning, project implementation and leadership support.
- Exceptional written and oral communication skills with a demonstrated ability to effectively and efficiently convey information within a diverse work environment.
- Excellent interpersonal skills with a proven ability to initiate and maintain productive and collaborative relationships.
- Demonstrated skills in reviewing, creating, and report writing.
- Proficiency in data evaluation.
- Advanced computer skills in Microsoft Office products and the ability to learn new software.
- Excellent organisational and planning skills, demonstrated through the ability to manage competing priorities with a high level of accuracy and attention to detail in a fast-paced environment.
- Strong interpersonal skills with the ability to work collaboratively and effectively with diverse range of stakeholders.

2.2 DESIRABLE

- Experience in providing administrative support to a range of committees and organisations.
- Knowledge of or interest in learning about biodiversity research and issues.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent is a key operational position and will operate under broad direction of the Deputy Director. The position will exercise a high level of independence in acqutting responsibilities. The incumbent works collaboratively with other members of the team and Faculties. They will collaborate closely with other colleagues across the University.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will exercise judgement in the prioritisation of a variety of competing demands, frequently working to tight and/or inflexible timelines. The incumbent will exercise discretion in dealing with matters that require a high degree of confidentiality or are of a sensitive nature. The role requires a level of independent judgment and professionalism, with regular interaction and feedback provided to internal and external stakeholders.

The incumbent will apply their analytical skills to solve a wide range of general tasks but will exercise judgement in seeking assistance with more complex matters. The ability to anticipate problems and recommend possible solutions to the Deputy Director is also expected.
3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will operate within diversified procedures and is required to have a detailed understanding and comprehensive knowledge of the organisational structure, workplace culture, strategic objectives and policies and procedures relating to the University, Faculty and School.

The incumbent requires outstanding computer skills in MS Office and the use of databases, as well as a well-developed understanding of the University systems, project management and administration.

3.4 RESOURCE MANAGEMENT

The incumbent will manage their own time and will support the coordination, planning and review of projects, programs and initiatives of the Institute.

3.5 BREADTH OF THE POSITION

The incumbent supports the effective delivery of a range of policy, operational and administrative tasks associated with the activities of the Melbourne Biodiversity Institute. The incumbent reports to Deputy Director and will work closely with other team members.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. 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:
https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.
6. Other Information

6.1 FACULTY OF SCIENCE

http://www.science.unimelb.edu.au

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty’s focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University’s campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

6.2 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 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
6.3 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 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 https://about.unimelb.edu.au/strategy/governance