Learning and Teaching Unit  
Faculty of Medicine, Dentistry and Health Sciences

Admissions Officer

POSITION NO  
0040793

CLASSIFICATION  
UOM 5

SALARY  
$79,961 - $91,844 p.a. (pro rata for part-time)

SUPERANNUATION  
Employer contribution of 17%

WORKING HOURS  
Part-time (0.4FTE)

BASIS OF EMPLOYMENT  
Continuing

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  
Kim Stevenson  
Tel +61 3 8344 7769  
Email kimsm@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
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus). The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Admissions Officer within the Faculty of Medicine Dentistry and Health Sciences Learning and Teaching Unit is responsible for the admissions process for the Masters of Biomedical Science program. The incumbent will contribute to the successful streamlining of admissions processes and development of new systems and procedures to reduce turnaround times.

The Admissions Officer, reporting to the Honours Team Coordinator, will develop and maintain effective working relationships with the School of Biomedical Sciences within the Faculty as with the Future Students Hub team. The incumbent is required to provide exceptional customer service, quality advice and support when responding to enquiries from prospective students.

Key Responsibilities

- Support and provide advice on admissions and selection processes and support the School of Biomedical Sciences course selection committees.
- Accurate processing and assessment of course applications within agreed timelines, in accordance with agreed criteria.
- Work closely with colleagues, including the Future Students Hub Admissions team, to ensure the fastest possible application turn-around time.
- Provide accurate and timely information and advice in response to queries relating to admissions procedures and application progress (etc).
- Support work to improve and streamline admissions practices in order to speed up application turnaround times contributing to the Faculty/School of Biomedical Science acceptance targets.
Assist with Graduate Access Melbourne applications for courses and bursaries in line with University, Faculty and Divisional priorities.

Maintain effective collaborative working relationships with key divisional stakeholders and staff and collaborate closely with recruitment and admissions staff across the University to support best practice and continuous improvement and innovation.

Actively contribute to innovation and continuous improvement of practices and processes based on analysis and feedback, working collaboratively with stakeholders to inform business improvements.

Demonstrate commitment to actively contributing to a positive and professional work environment that fosters innovation, teamwork, high achievement, continuous improvement and job satisfaction.

Adhere to compliance and quality assurance, in line with requirements under the University’s risk management framework including OH&S.

Participate in and contribute to coverage of peak period activities across the Faculty of Medicine, Dentistry and Health Sciences Learning and Teaching Unit to enable operational obligations and agreed service levels to be met.

1. **Selection Criteria**

1.1 **ESSENTIAL**

- A relevant degree with experience within the higher education sector; or a combination of relevant experience and education/training.
- Excellent organisational skills and time management skills with a demonstrated ability to prioritise tasks to meet competing deadlines with a high level of accuracy and attention to detail.
- Demonstrated experience in and commitment to excellent client service.
- Ability to work collaboratively and flexibly both in a team and independently and in an environment with changing demands.
- Excellent communication skills (both written and verbal) and demonstrated experience in communicating effectively with people in a broad range of roles.
- Excellent computer skills, with demonstrated ability to use advanced level features of word processing and spreadsheet software packages, and internet browsers, including filing and retrieval of documents; simultaneous use of two or more applications; tables; graphics; data presentation; and reports.
- Demonstrated ability to contribute towards problem solving, and the ability to think flexibly and review processes for continuous improvement.
1.2 Desirable

- Training in the University of Melbourne’s student information system, StudentOne.
- Knowledge of the University of Melbourne’s policies and procedures particularly relating to admissions.
- Demonstrated ability to use advanced level features of word processing, database and spreadsheet software packages, and internet browsers, including filing and retrieval of documents; simultaneous use of two or more applications; tables; graphics; data presentation; and reports.

1.3 Other Job Related Information

- Annual leave must be taken at a time which accommodates the peak workflows of the area.
- The ability to work outside of standard hours may be required from time to time.
- The incumbent is required to gain and maintain a valid Working with Children Check.

2. Job Complexity, Skills, Knowledge

2.1 Level of Supervision / Independence

Direction is provided by the Honours Team Coordinator. The incumbent is expected to work independently although some tasks involve working closely with the other members of the Learning and Teaching Unit and other Faculty Units and staff. Matters that may affect the standing of the University or its research objectives are referred to senior colleagues as appropriate.

2.2 Problem Solving and Judgement

The position requires enthusiasm, initiative, flexibility and the ability to prioritise and manage a wide range of activities with a high degree of accuracy. The incumbent will exercise a high level of initiative and judgement and will work autonomously on a number of tasks. The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Team work is a core value of the office.

2.3 Professional and Organisational Knowledge

The incumbent will possess the required skills to perform the duties encompassed within the position. The incumbent will require a sound knowledge of University policies and procedures. The position requires having the ability to liaise effectively with internal and external stakeholders.
2.4 **BREADTH OF THE POSITION**

The position covers a wide range of tasks related to admissions, routine and complex, relying on a broad understanding of the Faculty’s mission, goals and structure and of the University policy and procedures relevant to admissions.

3. **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.

4. **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.
5. Other Information

5.1 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES
www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,700 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

In the Faculty of Medicine, Dentistry and Health Sciences (MDHS) we aspire to be a place where both students and staff are connected in a community of scholarship dedicated to understanding, challenging and sharing knowledge through open inquiry. In Advancing Health 2030 the Faculty has committed to ensuring that students are at the heart of our Faculty. Not only are we committed to providing an outstanding learning and teaching experience but we also want to ensure that all our students feel a strong sense of belonging and engagement.

We invest in developing the careers and wellbeing of our students and staff and expect all to live by our Faculty Values of:
• Collaboration
• Compassion
• Respect
• Integrity
• Accountability

More information can be found here:
Advancing Health 2030: https://mdhs.unimelb.edu.au/advancing-health-2030

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.
5.2 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.

5.3 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.
5.4 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