



POSITION DESCRIPTION

School of BioSciences
Faculty of Science

School Operations Project Officer

POSITION NO	0059146
CLASSIFICATION	UOM 5
SALARY	\$79,961 - \$91,844 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Fixed Term 12 months
	FLEXIBLE EMPLOYMENT
	The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.
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	Sarah Miller Email smiller@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:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

Reporting to the School Operations Manager, the Operations Project Officer will perform a broad range of high-quality administrative supports to the school, provide job-share executive support services to the Head of School, and undertake projects related to the improvement of operational activities.

The Operations Project Officer is responsible for providing secretarial and administrative support of a high standard to the Head of the School. This role includes the delivery of prompt, quality service to all who interact with the office of the Head and acting as the primary contact within the school for processing of staff recruitment and visitor appointments.

The Operations Project Officer will also support the School Operations Manager, playing a key role in identifying process improvement opportunities and taking responsibility for projects to plan and implement these.

The incumbent will work as part of the professional staff team that provides high quality administrative services to the school, coordinating the school's events, newsletter, and maintaining the School.

We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people. To allow us to consider performance relative to opportunity, we also invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.

1. Key Responsibilities

As with all positions, career achievements will be interpreted relative to opportunity, including career disruptions due to caring responsibilities, time in industry, illness etc.

1.1 PROJECT SUPPORT

- ▶ Assist in identify process improvement opportunities to support the streamlining of operational and administrative processes.
- ▶ Assist in the Coordination and management of physical resources including building maintenance, space management, access control and asset management.
- ▶ Lead on the organisation of events such as colloquia, seminars, awards ceremonies, and other departmental activities including booking rooms and catering, producing posters and promotional material and managing registrations

1.2 EXECUTIVE SUPPORT

- ▶ In collaboration with the School Operations Officer and Executive Administrative officer, ensure efficient running of the day-to-day activities for the Head of School including, but not limited to, travel and conference coordination, diary and appointment management, car booking, credit card coding and reconciliation in line with University policies and procedures.
- ▶ Build and maintain strong and effective relationships with internal and external staff to ensure the efficient delivery of administrative services in a diplomatic manner.
- ▶ Assist in the coordination and administer the annual and triennial School Performance Development Review process, monitoring progress of supervisors and reporting regularly to the Head, with a view to complying with University requirements and timelines.
- ▶ Establish and maintain effective filing and database systems for records management of email, records, papers; develop effective tracking systems for recording, processing and follow up on ongoing requests.

1.3 ADMINISTRATION

- ▶ Be a first point of contact, ensuring that all enquiries from staff, students and visitors are dealt with in a professional and timely manner, including answering basic queries, providing accurate information, managing query records and referring more complex matters as appropriate.
- ▶ Provide secretariat support to Committees of the School as allocated, preparing agendas and papers, taking minutes and monitoring actions where required.
- ▶ Support the visitor process, supporting invitations, travel, space allocations and reconciliations.
- ▶ Working with Faculty HR and school staff, assist in the coordination recruitment and candidate selection through support with HR processes, completion, and timely upload of documentation into PageUp eRecruitment, proactive follow up of contract extensions, coordinating appointments of honorary fellows, visitors and casual staff etc
- ▶ Process financial transactions including creation of invoices, setting up purchase orders, arranging payment of invoices, procurement of stationery and kitchen supplies and all related queries.
- ▶ Proactive management and updating of email distribution lists, set-up/removal of staff with regard to school file shares, review of electronic file and folders for appropriateness to Privacy Policy, ease of navigation of information etc.
- ▶ Provide administrative support to academic staff within the School as required.
- ▶ Any other duties allocated by the Head of School and School Operations Manager from time to time in relation to current workload and which are consistent with the incumbent's experience and skills.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website [how to address Essential Selection Criteria](#)

2.1 ESSENTIAL

- ▶ Relevant experience and/or education/training in providing operational, administrative and secretarial support.
- ▶ Excellent interpersonal and communication skills and ability to deal with a range of people internal and external to the University, and the ability to work with people from diverse cultural backgrounds.
- ▶ Excellent written and oral communication skills in order to provide accurate and informed advice in a sensitive manner.
- ▶ Demonstrated knowledge of project administration.
- ▶ Outstanding computer skills, including the Microsoft suite.
- ▶ Exceptional organisational time management skills, including demonstrated ability to prioritise tasks effectively.
- ▶ Demonstrated self-motivation and flexibility in responding to changing work priorities, with the capacity to work independently and as a member of a team.
- ▶ Experience in providing support to a range of committees.

2.2 DESIRABLE

- ▶ Demonstrated ability to analyse, plan, and review workflows and processes to ensure efficient service delivery e.g. business process management and re-engineering.
- ▶ Knowledge of financial and administrative systems, particularly in a university environment, including Themis and PageUp.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Operations Project Officer receives broad direction from the Head of School and the School Operations Manager. The Operations Project Officer works collaboratively with the School Operations Manager and other members of the School's administration team to deliver administrative support to the School as required. The incumbent will be required to form strong working relationships with staff within the administration team as well as with internal and external service providers.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Operations Project Officer will exercise judgement in the prioritisation of a variety of competing demands, frequently working to tight and/or inflexible timelines. The Operations Project Officer 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 with 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.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Operations Project Officer is required to have a detailed understanding of the policies and procedures relating to the University and general School activities, including organisational structures and processes.

The Operations Project Officer requires outstanding computer skills in MS Office and the use of databases, as well as a well-developed understanding of the University systems, transactional finance and project administration.

3.4 RESOURCE MANAGEMENT

The Operations Project Officer is responsible for the effective management of their time and resources and contributes to the effective administration of the School by reviewing processes to ensure efficient work practices, and planning and implementing change when required

The Operations Project Officer is required to work with other members of the School administrative team to ensure cross sharing of knowledge and back up and coverage of the administrative support team.

3.5 BREADTH OF THE POSITION

The Operations Project Officer is responsible for a wide range of administrative tasks, liaising with the School's academic and professional staff, Faculty staff and other areas of the University. The Operations Project Officer reports to the School Operations Manager and will work closely with the Head of School.

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 SCHOOL OF BIOSCIENCES

<http://biosciences.unimelb.edu.au>

The School of BioSciences was formed in 2015 through the amalgamation of the School of Botany and the Departments of Genetics and Zoology thus bringing together a critical mass of 160 Academic staff and 240 Research Higher Degree students undertaking world class teaching and research in the biological sciences. Academics within the School are

aligned to 2 research domains - Ecology & Evolutionary Biology and Molecular, Cellular & Developmental Biology. Through cross-disciplinary collaborations within the School and with external partners the School is a major recipient of grant and contract funding.

The School is a major contributor to the Bachelor of Science, Bachelor of Biomedical Science and the highly successful on campus Master of Biotechnology program.

6.2 THE FACULTY OF SCIENCE

<https://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 six of the University's seven campuses – Parkville, Dookie, Burnley, Creswick, Shepparton 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.

6.3 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>

6.4 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.

6.5 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 <https://about.unimelb.edu.au/strategy/governance>