



POSITION DESCRIPTION

School of Mathematics & Statistics
Faculty of Science

Aboriginal & Torres Strait Islander applicants are strongly encouraged to apply

Engagement and Development Officer

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| POSITION NO | 0056086 |
| CLASSIFICATION | UOM 8 |
| SALARY | \$108,009 – \$116,906 p.a. (pro rata for part-time) |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Part-Time (0.4 FTE) |
| BASIS OF EMPLOYMENT | Fixed-Term for 3 years |
| 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 Staff' or 'Prospective Staff'), then find the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Professor Jan de Gier Tel +61 3 8344 7082 Email jdgier@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 acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

MATRIX is Australia's international residential research institute for the mathematical sciences, and an equal partnership between The University of Melbourne (Admin Organisation), Monash University and the Australian National University, with The University of Queensland as Associate Member and supported by grants of the US-based Simons Foundation and the Australian Research Council. The Engagement and Development Officer provides high level support to the Director and Deputy Directors and coordination across partner institutions, to grow MATRIX's network of external relationships and build long-term financial sustainability.

The incumbent will identify strategic opportunities for external funding and support the preparation of highly competitive applications to funding agencies and build enduring relationships with external stakeholders, in liaison with the research offices and advancement teams of the MATRIX partner institutions.

The Engagement and Development Officer will also design and implement outreach activities and events to showcase and promote research in the mathematical sciences, across Australia and the Asia-Pacific region.

The Faculty of Science is committed to creating a diverse and inclusive environment that welcomes and values all people, and we recognise that diversity is essential in contributing to the success of the Faculty. Women, Aboriginal and Torres Strait Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

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.

1. Key Responsibilities

- ▶ Build effective relationships within a range of networks, both domestic and international, including academic and professional staff of the MATRIX partners, the broader mathematical sciences research community, funding agencies, government, industry, philanthropic organisations and private donors.
- ▶ Cultivate, pursue and retain funding support.
- ▶ Strategise on, identify and advise the Executive on external funding opportunities.
- ▶ Coordinate and contribute to the preparation of applications for external funding.
- ▶ Develop and coordinate outreach activities to showcase and promote research in the mathematical sciences.
- ▶ Oversee the design and production of communications for supporter appreciation and recognition.

- ▶ Advise the Director on relevant strategies and operations for MATRIX.
- ▶ Complete other tasks as requested by the Director of MATRIX, from time to time, which are consistent with the incumbent's classification level.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualification/s and extensive relevant experience or, an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated ability to work cooperatively and positively in an academic environment, engaging with relevant external funders/donors to foster and maintain productive and enduring relationships.
- ▶ Demonstrated high-level communication skills, showing flexibility across a range of purposes, audiences and styles to persuade, inspire and motivate.
- ▶ Highly developed organisational skills including the ability to manage multiple projects and competing deadlines with strong attention to detail.
- ▶ Ability to interpret and advise on funding/contractual guidelines and monitor compliance with university and funder policies and procedures.
- ▶ Self-motivated, with a demonstrated ability to work independently and flexibly, responding to changing work priorities and opportunities.

2.2 DESIRABLE

- ▶ Understanding of the higher education sector and established networks and relationships within the sector and the external environment.
- ▶ Experience with digital tools for project management and records management.

2.3 OTHER JOB RELATED INFORMATION

- ▶ Occasional work out of ordinary hours and travel may be required from time to time.

3. Job Complexity, Skills, Knowledge

3.1 STRATEGIC PLANNING AND PARTNERSHIPS

The Engagement and Development Officer will search, assess and apply advanced judgement to advise the Director and the Executive on strategic funding and external engagement opportunities to meet MATRIX's key objectives.

The incumbent will show leadership and initiative to identify and pursue opportunities, ranging in complexity. This will require sound analysis before recommending the appropriate option or combination of options, accounting for rules and requirements across a range of national and international funding contexts.

3.2 COLLABORATION AND LEADERSHIP

Highly developed skills in persuading, inspiring, developing and motivating are required to build effective relationships with funding agencies, government, industry, philanthropic organisations and private donors.

The incumbent will show leadership in the development and maintenance of beneficial partnerships for MATRIX requiring a high degree of knowledge and sensitivity towards building rapport.

The position will require the pursuit of multiple high-level initiatives simultaneously, each having their own clearly defined objectives and expected outcomes.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Engagement and Development Officer provides specialised advice and strategic support to the Director and the Executive regarding potential sources of funding and preparation of competitive funding applications that conform to funding body and University requirements and selection criteria.

The incumbent must be able to efficiently interpret relevant funding rules, regulations, processes and techniques to advise and enable the institute and its Directors to be successful.

A strong awareness of university research culture and opportunities to attract funding investment is necessary to establish financial sustainability for MATRIX.

3.4 LEVEL OF SUPERVISION / INDEPENDENCE

The Engagement and Development Officer works under broad direction of the Director and is expected to exercise significant judgement and initiative and have an excellent ability to prioritise tasks. The incumbent will have outstanding stakeholder management skills and will work effectively with other members of the MATRIX team, academic and professional staff of our partner organisations, and external parties.

3.5 INNOVATION AND IMPROVEMENT

The Engagement and Development Officer is responsible for pursuing strategic projects and activities that support MATRIX to achieve its key objectives, build long-term financial sustainability and develop and coordinate outreach activities to showcase and promote research in the mathematical sciences.

The incumbent will support the Director and the Executive to pursue innovative and effective strategies to increase local and global networks and engagement of supporters of research in the mathematical sciences.

The incumbent is expected to anticipate and manage their time in the provision of advice and support and engagement with clients, to meet multiple and often competing deadlines.

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:

<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.

6. Other Information

6.1 SCHOOL OF MATHEMATICS AND STATISTICS

<http://www.ms.unimelb.edu.au>

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of subjects to undergraduate and postgraduate students and is involved in aspects of community life that impact on the interests of the School and the discipline.

The School of Mathematics and Statistics has a total of 70 continuing teaching and/or research staff; 34 research only staff and consultants; 16 academic specialists and 16 support staff. The School has over 240 casual and honorary staff. In 2020, there were 90 Research Higher Degree and 278 Coursework Master of Science students. Five members of the School staff and one Emeritus Professor are members of the Academy of Science.

Infrastructure support for research and basic information technology facilities are provided to all members of the department. Special facilities such as high-end workstations and salaries for research fellows are supported through individual competitive external research grants. Members of the School have had considerable success at attracting support from

the Australian Research Council. The school currently hosts two ARC Centres of Excellence, and has hosted four ARC Laureate Fellows, ten ARC Future Fellows and fourteen DECRA Fellows.

It is one of the objectives of the University to develop and maintain a strong international profile. In this context, members of the School have strong collaborative links with colleagues in the United States of States of America, most countries in Europe and the Asia-Pacific region.

6.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 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, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising six schools: BioSciences, Chemistry, Ecosystem and Forest Sciences, Mathematics and Statistics, Physics and the School of Geography, Earth and Atmospheric Sciences.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, the Indigenous Knowledge Institute, the Melbourne Energy Institute, the Office for Environmental Programs and home to numerous Centres.

Science manages more than \$301 million of income per annum, with a staff base in the order of 250 FTE professional staff, and more than 662 FTE academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 10,800 undergraduate and 2,500 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is highly research focused, performing strongly in the Australian Research Council competitive grants schemes. The Faculty of Science is currently growing its competitiveness and standing in the National Health and Medical Research Council and health space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$100 million. The annual income from the endowment supports more than 140 prizes, scholarships and research awards, and numerous academic positions.

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 <http://www.unimelb.edu.au/governance>

