Chancellery
Office of the Provost, CHRO Group

# Project Lead – Respect Education Program

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>0057991</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>UOM10</td>
</tr>
<tr>
<td>SALARY</td>
<td>UOM10 – $143,913 p.a. plus 17% superannuation</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>0.6-1.0 FTE</td>
</tr>
<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
</tr>
<tr>
<td>OTHER BENEFITS</td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
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<tr>
<td>HOW TO APPLY</td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.</td>
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<tr>
<th>CONTACT FOR ENQUIRIES ONLY</th>
<th>Trisha Kirkland</th>
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<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:trisha.kirkland@unimelb.edu.au">trisha.kirkland@unimelb.edu.au</a></td>
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<tr>
<td></td>
<td><em>Please do not send your application to this contact</em></td>
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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 University of Melbourne has an enduring commitment to the elimination of all forms of sexual misconduct. With the introduction of a new Sexual Misconduct Policy, the University is rolling out a large-scale leadership and education program to all staff over the next 3 years to strengthen our culture and commitment to eliminating all forms of sexual misconduct. As a large-scale culture change program, and sponsored by the Vice Chancellor, the education program is the cornerstone initiative that will support our leaders and staff to understand the role and responsibility they play in creating a respectful culture.

As Project Lead, this role will lead the project delivery team and implementation of this education program across the University. Reporting to an Associate Director of Strategic People Initiatives, the Project lead will ensure effective delivery of workshops to the various staff cohorts, working with the delivery provider to ensure a high-quality outcome and engaging with faculties and divisions to ensure an effective roll out.

This role sits with the CHRO’s HR group and the Office of the Provost, reporting to an Associate Director – Strategic People Initiatives (SPI). The SPI Centre of Excellence is responsible for the development of University wide people strategies aimed at building the organisational capability to ensure that the University has the right talent to secure its place as Australia’s leading University and its standing in the global market place now and in the future. These include strategies that will redefine how the University attracts, retains and develops talent in line with the University’s vision and aspirations outlined in Advancing Melbourne.

The SPI team is a Centre of Excellence on key people focus areas, including leadership development, succession management, Executive talent acquisition, learning and development frameworks, performance, and strategic, University wide organisational development interventions.

1. Key Responsibilities
Development and implementation of detailed project and engagement plans

Work with communications team to ensure effective messaging and engagement with key stakeholders and coordination of workshops and associated materials

Oversee the evaluation framework to monitor impact and success / outcomes of the program

Day to day leadership and direction of the project delivery team

Reporting on progress and outcomes to Steering committee

Management of commercial relationship with vendor and ensure prudent management of the contract and scope

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2. **Selection Criteria**

2.1 **ESSENTIAL**

- A relevant tertiary qualification or an equivalent combination of relevant experience and education/training/project management
- Experience in rolling out large scale programs across a complex organisation
- Outstanding planning and project management skills and attention to detail
- Excellent written and verbal communication skills
- High level proficiency with a project management methodology eg Smartsheet, MS Project etc
- Experience in vendor management and complex contract management

2.2 **DESIRABLE**

- Experience in developing engagement and communications strategies
- Background in L&D/OD/Change or communications

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**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 University’s People Strategy 2015-2020 and policies that address 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 Growing Esteem.

**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/people/community/responsibilities-of-personnel](http://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.

**Other Information**

**ORGANISATIONAL UNIT**

**STRATEGIC PEOPLES INITIATIVES TEAM**

The SPI team is responsible for the development of University wide people strategies aimed at building the organisational capability to ensure that the University has the right talent to secure its place as Australia’s leading University and its standing in the global market place now and in the future. These include strategies that will redefine how the University attracts, retains and develops talent.

**OFFICE OF THE PROVOST**

Led by the Provost, the Office of the Provost supports achievement of the vision and objectives for learning and teaching, and academic performance contained in Advancing Melbourne 2030.

The Office of the Provost portfolio sits alongside other divisions (Research, International, Strategy & Culture, Administration & Finance) within Chancellery, and is responsible for:

- Education and student experience
- Indigenous strategy
- People and Community, including Human Resources
- Diversity and Inclusion
- Respect at Melbourne.

**CHANCELLERY**

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.
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

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.

GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.