Scholarships Officer

POSITION NUMBER 0052584

PROFESSIONAL CLASSIFICATION UOM 5 - $83,159 - $95,518 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full Time (1 FTE)

BASIS OF EMPLOYMENT Fixed-Term until 18 July 2025

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 Kellie Henderson-Giles

Email kellieh@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.

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
STUDENT AND SCHOLARLY SERVICES

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

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.

ABOUT THE ROLE

Position Purpose:

The Future Students team within the Faculty of Business and Economics, Faculty of Education and Melbourne Law School Divisional Group is responsible for coordinating onshore and offshore recruitment strategies, managing enquiries from prospective students, providing outstanding service to prospective coursework and research students, managing the processing and assessment of graduate coursework and scholarship applications and supporting complex undergraduate selection, as required.

The Scholarships team manages administration, compliance, awarding and selection processes for faculty-based commencing student scholarships for the Faculty of Business and Economics, Faculty of Education and the Melbourne Law School, and provides expert advice and support to scholarship selection committees.
The Scholarships Officer will be involved in all aspects of scholarships for commencing students, including selection and award, payment, monitoring of subsequent academic performance and providing advice to students and prospective applicants. The incumbent will contribute to the successful streamlining of processes and development of new systems and procedures to manage workload. They will develop and maintain effective working relationships across the Future Students team as well as with academic and professional staff in the broader University context.

Reporting line: Scholarships Manager
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: 0

Key Dimensions and Responsibilities:
Task level: Moderate
Organisational knowledge: Moderate
Judgement: Moderate
Operational context: *

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Accurate processing and assessment of scholarship applications within agreed timelines, in accordance with agreed criteria. This will include, as required, reviewing applications and supporting documentation, preparing them for selection committees, organising and otherwise providing administrative support to the selection committee.

- Prepare scholarship offers according to student recruitment and admissions plans for each Division, policies and processes and ensure compliance with legislative and trust policy.

- Arrange for both the initial payment and ongoing maintenance of specified scholarships.

- Support the regular review of student’s academic progress in relation to scholarship conditions.

- Contribute to the team’s achievement of agreed service levels, standards and reporting requirements.

- Liaise and develop networks with staff involved in scholarship promotion and management across the University.
• Provide accurate and timely information and advice in response to queries relating to scholarships.

• Maintain effective collaborative working relationships with key faculty stakeholders and staff and collaborate closely with colleagues in the Divisional Group and 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.

• Continuously develop professional knowledge and skills, keeping up to date with new developments relevant to the role and the organisation’s broader objectives.

• 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 Divisional Group (and Future Students as required) to enable operational obligations and agreed service levels to be met.

• Contribute to a positive and professional work environment that fosters innovation, teamwork, high achievement, continuous improvement and job satisfaction.

**Selection Criteria:**

**Education/Qualifications**

1. A relevant degree and/or equivalent combination of relevant experience and/or education/training.

**Knowledge and skills (Essential):**

1. Demonstrated high level of administration skills with a high level of attention to detail and accuracy.
2. Excellent computer skills, particularly in Excel and the rest of the suite of Microsoft applications.
3. Excellent organisational skills with a proven ability to successfully manage multiple tasks simultaneously.
4. Demonstrated experience in and commitment to excellent client service.
5. Ability to work as an effective team member, including the capacity to develop and maintain productive working relationships.
6. Excellent communication skills (both written and verbal) and demonstrated experience in communicating effectively with people in a broad range of roles.
7. Demonstrated ability to contribute towards problem solving, and the ability to think flexibly and review processes for continuous improvement.

Knowledge and skills (Desirable):

8. Previous experience undertaking scholarship and/or course admissions and/or financial administration.
9. Previous experience interpreting and providing advice in accordance with University and Faculty/Divisional Group policies and procedures.
10. Experience using key University of Melbourne systems – StudentOne and OneCRM.

Other job-related information:

- Evening and occasional weekend work may be required.
- Significant annual leave may not be available during peak scholarship periods.

Special Requirements:

Employment in this position is conditional upon reception and maintenance of a Working with Children Check.