Melbourne Indigenous Professional Employment Program 2024

Position Description

UoM range 5-6
The Melbourne Indigenous Professional Employment Program 2024

The University of Melbourne offers Indigenous Australians a two-year development opportunity through the provision of direct work activities and a rotation between two business areas. There are multiple positions available across various teams.

Hiring areas will provide MIPEP participants with training in systems and processes relevant to their position and the roles on offer are business administration support positions.

Within the first 18 months, participants are required to complete a nationally recognised Vocational Education and Training (VET) qualification at the appropriate certificate or diploma level which will be delivered by an external registered training organisation (RTO).

In addition, participants are required to attend professional development and enrichment activities designed to support them to create and drive their career development.

Vacant opportunities under MIPEP will be based in various locations across Parkville campus.
About the University of Melbourne

We invest in our people and celebrate one another’s differences that enrich and diversify our community.

We’re tightly connected with our communities, at home and around the globe – a connection that enriches our learning, teaching, and research. We employ people of outstanding caliber and offer a unique environment where staff are valued and rewarded. Our professional, administrative and support staff create a world-class working environment and enable academics to continue achieving internationally renowned excellence in research and teaching.

The University of Melbourne is an equal opportunity employer, and our recruitment process focuses on essential skills and abilities. We are committed to fostering an inclusive environment where diversity is celebrated. We encourage and welcome applicants from a diverse range of backgrounds. Staff success is defined by Universities Australia, in its Indigenous Strategy 2022–25, as

‘a state where Indigenous staff recruitment, retention, workloads, promotion pathways, pipeline development, and professional development are all appropriately supported, so that Aboriginal and Torres Strait Islander peoples have effective opportunities to gain employment at universities and to develop their careers’ (p.30).
The University of Melbourne’s Indigenous Strategy, *Murmuk Djerring* (2023, p. 21) Indigenous staff headline targets are:

— Indigenous staff numbers to reach 350 by 2025

— an academic to professional staff ratio to be equal for Indigenous and non-Indigenous staff by 2025

— a senior (Level 8 and above) to junior professional staff ratio to be equal for Indigenous and non-Indigenous staff by 2025.

The Melbourne Indigenous Professional Employment Program will be instrumental in helping to meet these challenging targets. We will have a dedicated Indigenous Employment Office whose role will be to develop and implement our Indigenous Employment Plan 2023–2027, along with other University strategies, policies, programs and initiatives relating to Indigenous staff recruitment, retention, professional development, and building connections and networks.
Job related information

Starting Salary for University Professional Staff positions from

$79,961 (UoM 5.1) and $92,749 (UoM 6.1)

Plus! Successful MIPEP applicants will be offered a generous ‘Melbourne Offer’ including:

- Uniform allowance
- Pre-paid ‘Start Up’ Myki travel card.
- University merchandise welcome pack
- Dedicated mentor and campus buddy
- Post program career development support
- Paid cultural enrichment opportunities.
- Access to culturally safe counselling services through ICARE (Indigenous Cultural Assist and Response for Employees).

Find out more about the benefits of a University of Melbourne Career [HERE](#).

Other job-related considerations are:

- Occasional work out of ordinary hours and travel is required for some positions on offer.
- Occasional travel and overnight stay are a part of the professional development and enrichment activities for all positions on offer.
- Allocated study time during and outside of working hours is expected for the VET component.
- This position may be required to work across campuses.

Below contacts for enquiries only

Julie Matricardi-Old (Program Manager) julie.matricardio1d@unimelb.edu.au
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Lucy Powell (Program Coordinator) lucy.powell1@unimelb.edu.au
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*Please do not send your application to these contacts!*
Core accountabilities and task requirements for UoM 5-6

UoM 5 Administration Support Officer
UoM 6 Administration Officer

- Excellent use of a range of computer-based programs, e.g., word processing, established spreadsheet or database applications, and management of information systems (e.g., financial, student or human resource systems). This may include storing and retrieving documents, lay out of correspondence and reports, merge, move and copy, use of columns, tables and basic graphics and data entry in accordance with the Universities Records and Information Policy.
- Provide elevated administrative and business support to other staff including scheduling, managing hybrid meetings, preparing agendas and minute taking.
- Perform secretariat tasks such as, diary management, answering queries and directing others to appropriate personnel in a timely manner.
- Undertake financial transactions, including ordering items, credit card reconciliations, and submitting invoices for payment.
- Assist with training delivery including liaison with sites for pre- and post-training logistics, room set up, activity preparation, AV set up, trainer and participant support, catering, and room pack-down.
- Provide exceptional client focused services and continually maintain and develop positive relationships with employees, students, and colleagues.
- Provide high-level communications to a variety of platforms including email, live webinars/workshops, University newsletters, social media channels and phone calls.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as required.
Key selection criteria

(Applicants who meet some, if not all key selection criteria are still strongly encouraged to apply)

1. Vocational Education level qualifications with subsequent relevant experience desirable, OR extensive experience in a relevant field OR an equivalent combination of relevant experience and/or education/training.
2. Strong organisational and project management skills with the ability to set priorities and meet deadlines, with a proven capacity to work on multiple projects simultaneously and thrive in a fast paced, changing environment.
3. The ability to operate independently and exercise initiative and good judgement to ensure the timely delivery of programs and services.
4. The ability to identify points of concern or contention, assess how these may be most effectively handled and the ability to exercise mature judgement and discretion when dealing with confidential and sensitive issues.
5. Ability to write and produce online content, especially within a public relations or communications role.
6. Demonstrated ability to lead communications activities and programs of events.
About the roles:

To be successful in our roles, you will:

✓ Be a team player who thrives at providing excellent service.

✓ Be a resilient person who can adapt to change and is capable of following instructions.

✓ Rotate through two different areas within the University Faculty, Schools or Departments, to build your skill set and knowledge and apply your learning to a vast range of tasks.

✓ Be supported by a dedicated Program Manager and Program Coordinator, a workplace supervisor and University mentor throughout your traineeship.

✓ Be committed to personal and professional development and attending all cultural enrichment opportunities.

✓ Be committed to attending training workshops and attaining a Vocational Education and Training (VET) qualification.

✓ Be seeking a long-term career with the University of Melbourne and an opportunity for further education.

How to apply

The University of Melbourne is managing all incoming applications.

All applications must be submitted via the link below.

Applicants will be required to provide a confirmation of Aboriginality and/or Statutory Declaration form signed by a recognised community Elder to be eligible for program acceptance.

Applying Online

Applications OPEN Monday 2 October 2023 and CLOSE Friday 20 October 2023.

Submit your application

• 1–2-page cover letter outlining your experience, suitability, and enthusiasm for the Melbourne Indigenous Professional Employment Program
• Current resume

Let’s have a yarn.

Once we receive your application, we will call you for a yarn to assess your suitability for the program. All candidates will be notified of the outcome of their application by 26 October 2023

Formal Interview Panels

Shortlisted applicants will be contacted to attend an in-depth face-to-face interview for the Melbourne Indigenous Professional Employment Program at the University of Melbourne, Parkville campus from 30 October 2023

Letter of Offer

Applicants that are successful in securing a position with MIPEP will be notified by phone and arrangements for offers will be sent via email.

All shortlisted applicants are also required to undertake a literacy and numeracy assessment to better inform position placements and level of assistance required to complete the VET qualification. Interviews will also be conducted on this day.