Melbourne School of Engineering

**Operations Manager**
Indigenous Australians are encouraged to apply

- **POSITION NO**: 0045873
- **CLASSIFICATION**: PSC 9
- **SALARY**: Range $115,726.00 - $120,404.00
- **SUPERANNUATION**: Employer contribution of 17%
- **WORKING HOURS**: Full Time
- **BASIS OF EMPLOYMENT**: Continuing

The Melbourne School of Engineering 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.

- **HOW TO APPLY**: Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](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**
Daniel Donbavand, Head of Human Resources
Mobile: +61 434 601 925
Email: daniel.donbavand@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](http://about.unimelb.edu.au/careers)
The University of Melbourne

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, learning and teaching and engagement. It’s consistently ranked among the leading universities in the world, with international rankings of world universities placing it as number 1 in Australia and number 32 in the world (Times Higher Education World University Rankings 2017-2018).

To discover more about the University’s strategy, Growing Esteem, visit: https://about.unimelb.edu.au/strategy/growing-esteem

Melbourne School of Engineering

Melbourne School of Engineering (MSE) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). MSE continues to attract top staff and students with a global reputation, and has a commitment to knowledge for the betterment of society.

Our ten-year strategy, MSE 2025, is our School’s commitment to bring to life the University-wide strategy Growing Esteem and reinforce the University of Melbourne’s position as one of the best in the world. Investment in new infrastructure, strengthening industry engagement and growing the size and diversity of our staff and student base to drive innovation and develop the transformative technologies of the future are all fundamental principles underpinning MSE 2025. http://www.eng.unimelb.edu.au/

Position Summary

The Melbourne School of Engineering (MSE) is one of Australia’s top engineering and IT schools and has an ambitious goal to become a world leader in teaching and research. The MSE 2025 strategy details the exciting long term vision for our school to put us at the cornerstone of a world leading engineering and IT community.

The Operations Manager will play a critical role in shaping the operations of our sub-schools to ensure we are set up to deliver on this strategy.

Aligned to partner with one of our three sub-schools the role will work closely with the Head of School and professional partners to deliver key initiatives of our growth strategy across the areas of both teaching and research as well as our significant infrastructure program of work.

The role will manage sub-school operations and planning activities. They will have a deep understanding of the sub-school’s operational cycle including budgets, teaching and research activities. They will use this knowledge along with solid stakeholder relationships to triage and solve complex problems to maximise performance of our sub schools.
The role will lead a team of professional staff to deliver effective high level administrative support for the schools.

A commercial outlook, flexibility, good judgement will all be essential for this role to pivot between daily operational tasks and the delivery of longer term projects.

The Operations Manager reports to the School Executive Director (SED) with operational accountability to the Head of Schools and forms part of a larger network of professional managers of MSE.

1. **Selection Criteria**

1.1 **ESSENTIAL**

- Postgraduate tertiary qualification or an equivalent combination of significant relevant experience and/or education/training;
- Demonstrated experience leading operations of large complex organisation.
- Proven ability to develop strong trusted relationships with stakeholders, specifically strong influencing ability.
- Sound judgement in decision making and when managing multiple stakeholders.
- Experience in the effective management of financial and budgetary operations within a complex organisation.
- Experience with workforce planning and Human Resource functions for staff recruitment and selection
- High-level analytical and innovative problem-solving skills.
- Excellent communication and interpersonal skills including the ability to present information clearly.
- Demonstrated ability to effectively lead and champion change within an organisation particularly in physical workplace change
- Proven ability to maintain a cycle of continuous improvement to all workplace practices.

1.2 **DESIRABLE**

- Experience in managing complex operational activities and/or delivering large initiatives in a STEM or comparable organisation;
- A commerce or a business-related degree;
- Understanding of the resources and administrative support structures required to deliver university –based research at a large scale.
- An understanding of environment, health and safety management.

2. **Key Responsibilities**

- Develop and implement the sub-school’s operational plans in consultation with the HoS the sub-school Executive and SED.
Play an active role in developing business plans, including collecting and analysing information to develop key action plans across the School in the areas of research, teaching and learning, research training and engagement.

Ensure delivery of the business plans by managing relationships with other professional service unit across MSE and University Services, including Finance and Employee Services and Infrastructure Services.

Understand the current financial status of the school and monitor and track performance against budget. Provide insights into cost management and savings for the sub-school.

Provide high level advice on University, MSE, School guidelines and policies to the sub school executive.

Lead key operational tasks for the sub-school including financial planning, budget monitoring, environmental health and safety, equipment booking processes and recruitment.

Provide guidance to academic staff within the sub-school in research project and casual teaching budgeting, staff recruitment and purchasing.

Deliver executive administrative support to the sub-school through leadership of the professional staff.

3. 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.

4. 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

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 Growing Esteem and the Melbourne Model

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. www.growingesteem.unimelb.edu.au

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Model. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.