



POSITION DESCRIPTION

Melbourne School of Population & Global Health
Faculty of Medicine, Dentistry and Health Sciences

Business Manager

POSITION NO	0048375
CLASSIFICATION	UOM7
SALARY	\$91,913 - \$99,495 p.a. (pro-rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (part-time appointments may be considered)
BASIS OF EMPLOYMENT	Fixed term for 2 years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/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	Trish Weston Tel: +61 3 90356433 Email: trish.weston@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

Position Summary

The Business Manager is a key member of the Melbourne School of Population and Global Health's (MSPGH) professional staff team that has responsibility for strategic and operational management with the goal of ensuring the growth and success of the Centres, School and broader Faculty and University in research, teaching and engagement. The incumbent manages complex relationships of academics, their grants, funders and staffing requirements.

The role provides high quality, customer-focused strategic and specialist research portfolio support within the MSPGH ensuring the effective management of project budgets, compliant contract administration and important stakeholder relationships. It has core responsibility for resource and operational management across a portfolio of units, which includes project management, financial, human resources and general infrastructure oversight and will also support School-wide or Centre projects and development initiatives.

The Business Manager is integral to providing end to end support across the unit's operational and business requirements. particularly supporting the development and implementation of strategies to increase levels of research income across the full spectrum of grant and contract types (including Commonwealth and State grants, international and industry projects and sub contracts), working collaboratively with portfolio heads, research staff and the relevant Centre Managers.

In particular, the position will undertake pre-award administration support, developing project budgets for funding applications by academic staff, as well as responsibility for the post award stages, ensuring reporting deliverables are met on time and academic staff are aware of the financial status of research grants and contracts.

The position functions with a significant degree of autonomy and is a key source of advice to research group leaders, the School's academic community and the Centre Manager on specific research and funding issues. The position collaborates with and deputises for the relevant Centre Manager and other staff members as required

1. Key Responsibilities

1.1 RESEARCH AND PROGRAM MANAGEMENT

- ▶ Efficient management of a suite internally and externally funded research projects within a dynamic and complex environment - including financial, resource management, research administration, research training, teaching and learning, engagement and marketing components
- ▶ Actively engage and provide quality advice, information and research support to academic staff – particularly Unit Heads and key researchers – to enable effective management of research grants, contract research, consultancies and short courses training.
- ▶ Support the scoping, development, preparation and submission of ARC, NHMRC and other research grant applications and monitor contracts (or relevant sections thereof) to ensure compliance with funding agreements and obligations.
- ▶ Interpret regulations and requirements of multiple programmes of funding with complex guidelines for spending, liaising as required with other University or external parties to ensure information is up to date and relevant.
- ▶ Proactively manage and troubleshoot issues or problems that arise in the management of grants and contracts, including early identification of potential overspends and provide options to effectively manage this.

- ▶ Ensure Data Transfer and Materials Transfer Agreements are managed appropriately

1.2 FINANCE AND RESOURCE MANAGEMENT

- ▶ Responsibility for the financial and resource management of a portfolio of research projects, collaborating closely with the relevant Chief Investigators and other academic staff, including:
 - Development of budgets for specific project and studies, administration and monitoring of project budgets and preparation of financial reports;
 - Providing advice on the preparation of budgets and other financial aspects of applying for research grants and contracts, including assistance with the preparation of grant and research applications; and
 - Ensuring financial management, transactions and funding proposals comply with funding regulations, funding agreements and University financial policy and procedures.

1.3 PLANNING, PROJECT MANAGEMENT AND POLICY DEVELOPMENT

- ▶ Under the direction of the relevant Centre/ School Manager:
 - Manage and coordinate a range of School or Centre development projects and other improvement initiatives
 - Support the development of improved policy and procedures and administrative practices to be implemented across the Centre/ School
- ▶ Build effective links with senior academic and professional staff of the School, Faculty and University to ensure effective service delivery and administrative support
- ▶ Establish, liaise, negotiate with and influence a diverse range of stakeholders within and outside the University in relation to discrete projects and initiatives.
- ▶ Deputise for the relevant Centre Manager; representing the Centre/ School on matters internally and externally
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Tertiary qualifications in a relevant discipline and/or an equivalent mix of education and relevant experience in a large and complex organisation
- ▶ Highly developed interpersonal and verbal communication skills with the demonstrated ability to liaise, communicate, consult, negotiate, influence and problem solve effectively with a diverse range of stakeholders
- ▶ Demonstrated research administration, financial and business management skills including the preparation and management of project/research budgets and proposals, resource allocation, transactional processing, record keeping, compliance, forecasting and reporting.
- ▶ Demonstrated research, analytical and problem-solving skills as they relate to project management and the design and development of administrative systems and quality improvement.

- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet multiple competing deadlines
- ▶ Demonstrated ability to be adaptive, flexible and accepting of new ideas, and a willingness to approach new challenges and adjust plans to meet new priorities.
- ▶ Demonstrated computer skills, including proficiency in the use of standard application software such as the Microsoft Office suite, financial systems and internet and data base applications.

2.2 DESIRABLE

- ▶ A sound knowledge and experience of the research and/or higher education sector, or a similar complex business environment
- ▶ Knowledge and experience with University policy and procedures, financial, human resources and research management systems.

2.3 SPECIAL REQUIREMENTS

- ▶ The ability to be flexible in work commitment during peak periods such as end of calendar year or grant application periods. Annual leave may be restricted during these times

3. *Complexity, Skills, Knowledge*

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Business Manager develops and maintains significant influential networks and relationships both internally and across private and public sectors and key stakeholders. The incumbent's significant knowledge and ability to think strategically is vital to assisting their research portfolios in obtaining and sustaining income in relation to research funding, trusts and donations income and specialised consultancy contracts to ensure success and long-term sustainability.

The position functions with a significant degree of autonomy and self-direction in a dynamic and complex environment. A high level of initiative is required as well as the ability to work independently on a day-to-day basis utilising well-developed organisational and planning skill with the ability to prioritise and manage workload.

The Business Manager is responsible for supporting the Centres high profile research and teaching programmes, ensuring a high level of excellence in operational support allowing the research units to direct their expertise to the academic programmes.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. This may involve stand-alone work or the supervision of others (e.g. casual staff) to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to have or develop detailed knowledge of complex national and international research funding schemes and related policy and administrative requirements. The role requires a detailed knowledge of University organisational structures and Faculty policies, procedures and systems especially in relation to finance and governance issues. Sound judgement is required especially when dealing with sensitive or confidential issues and tact and sensitivity will often be required when dealing with others.

The Business Manager will have advanced problem-solving skills, including the ability to plan, prioritise and appropriately delegate projects and tasks. A high degree of professional judgement will be demonstrated in the ability to most efficiently complete competing priorities and tasks. The position should also be able to identify administrative and management problems, explore options and develop and test processes and systems and implement solutions.

3.4 RESOURCE MANAGEMENT

The Business Manager must also possess extensive experience and a high level of skills in planning and management of resources especially in the areas of finance, space, human resources, procurement (including IT procurement), Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) concerns and infrastructure.

3.5 BREADTH OF THE POSITION

The Business Manager works with a variety of staff across the School, Faculty and the University as well as representing the School in dealing with a wide range of stakeholders both internal and external to the University. It covers all aspects of operations including financial, human resources and physical and technical resources. The incumbent will require a depth or breadth of expertise developed through extensive relevant experience and application.

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 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.

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/>

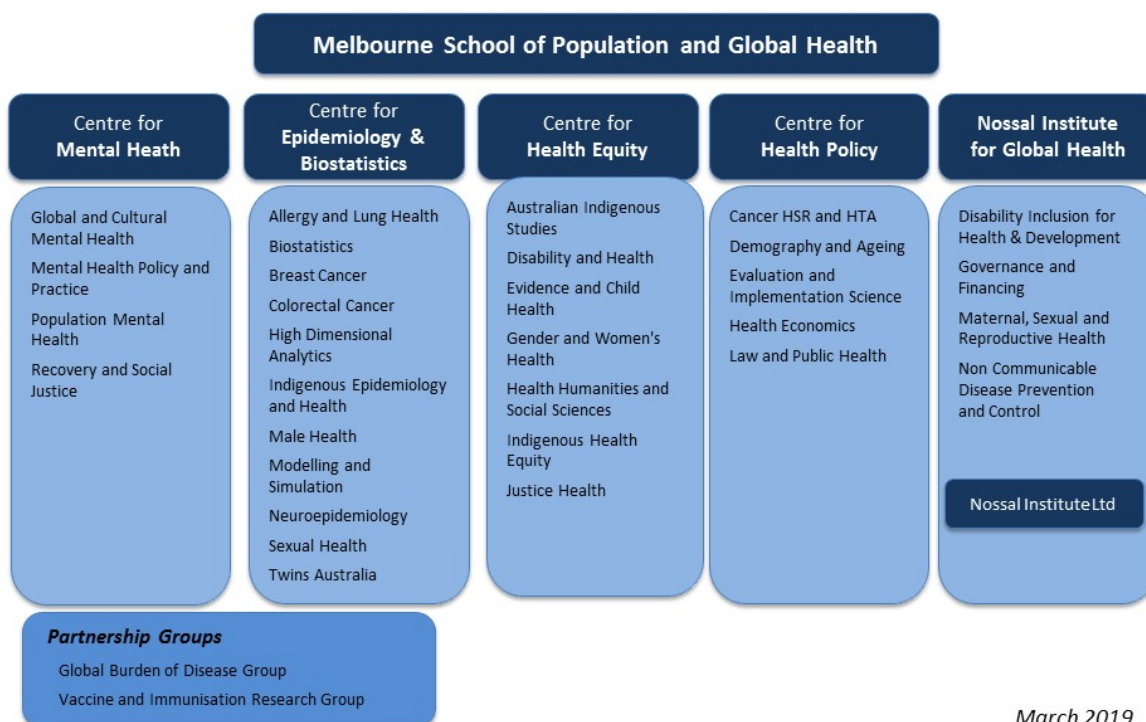
These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 THE MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

The Melbourne School of Population Health was established in the Faculty of Medicine, Dentistry and Health Sciences in 2001. It became the Melbourne School of Population and Global Health in 2013. Over 300 academic and professional staff work in the School and through its partner agencies. The School's total budget is in excess of \$65m. There are approximately 120 higher degree research students (predominantly PhD).

The School aims to strengthen the understanding, capacity and services of society to meet population health needs and to improve the quality and equity of health care. It employs a population health framework that incorporates public health and preventative medicine, health promotion, clinical medicine and allied healthcare disciplines and an equity and evidence-based approach to health care and health policy. Its research programs aim to elucidate the genetic, environmental, social and economic determinants of health, and to focus on the evaluation of the health systems, programs and services that seek to prevent disease and injury and to promote health. The School provides research and professional development opportunities for medical undergraduates, postgraduates in a wide range of disciplines, clinicians in all sectors of the health care industry, scientists, professionals and leaders in population health. The School is currently composed of four Centres, one Institute and two partnership units:



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Further information about the school is available at www.mspgh.unimelb.edu.au

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

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 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

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. <http://about.unimelb.edu.au/strategy-and-leadership>

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 Curriculum. 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.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on

harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

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>