Melbourne University Sport
Chancellery

Executive Support Officer

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<th>POSITION NO</th>
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<tr>
<td>CLASSIFICATION</td>
<td>UOM 5</td>
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<tr>
<td>SALARY</td>
<td>$79,961 - $91,844</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>Full time</td>
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<td>BASIS OF EMPLOYMENT</td>
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<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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<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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| CONTACT FOR ENQUIRIES ONLY | Jo Massoud  
+61 466 862 765  
jo.massoud@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)
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 Executive Support Officer (MU Sport) plays an important role in supporting the governance operations, executive reporting and the delivery of strategic tasks and projects for MU Sport.

The Executive Support Officer assists the General Manager as the secretary to the Advisory Board and the Director of Sport in developing quality discussion papers, briefing notes and presentations as required. The role also coordinates the planning activities of the department with the General Manager and working closely with the Executive Management Group providing support and guidance for business case development, administration and reporting for projects and strategic tasks.

The Executive Support Officer reports to the General Manager and works closely with the Director of Sport.

1. Key Responsibilities

1.1 PLANNING, ADVICE AND BOARD SUPPORT

- Support in the coordination of the annual planning and review processes including workshops, meetings and policies.
- Provide support to the General Manager, as the Advisory Board secretary, with the preparation of papers, agendas and minutes.
- Provide discussion papers, briefing notes and presentations as required by the Director of Sport and the Executive Management Group.
- Work with the Executive Management Group to compile the Annual Strategic Tasks

1.2 PROJECT PLANNING, COORDINATION AND METHODOLOGY

- Support the delivery of the Project Methodology Framework.
- Support the implementation of the strategic tasks and projects, development and
presentation of briefs, plans and progress reporting.
- Support the Executive Management Group in applying for and acquiring grants and meeting reporting requirements.

1.3 ADMINISTRATIVE
- Ensure the effective management and storage of all documents and archives in line with the relevant procedures
- Provide support for the development and review of procedures and practices.
- Provide high quality administrative support to ensure the efficient running of the activities in relation to the Executive Management Group
- Establish processes and procedures to coordinate the workflow of your areas of responsibility

1.4 COMMUNICATION SKILLS
- Preparation of high-quality written materials and documentation including briefs, procedure guides, meeting minutes, business cases and reports.
- Coordinate and prepare presentations and speeches for the Director of Sport.

1.5 STAKEHOLDER ENGAGEMENT
- Develop and coordinate the delivery of the Stakeholder Engagement plan with the Executive Management Group

2. Selection Criteria

2.1 ESSENTIAL
- An undergraduate qualification in a relevant field and significant professional experience and/or relevant combination of experience and training
- Strong capacity to frame and solve problems with a team and autonomously
- Advanced written communication skills, capable of distilling ideas and communicating these persuasively
- Advanced project management skills, particularly for the design and implementation of policies and programs
- Capacity to build relationships and engage stakeholders
- Ability to work well in a complex, ambiguous and fluid environments

2.2 DESIRABLE
- An understanding of university priorities, policies, and processes
- Knowledge and understanding of tertiary education environment
- Demonstrated capacity to build constructive relationships
- An active interest in sport and recreation, and an understanding of University sport and
sporting institutions

2.3 OTHER JOB RELATED INFORMATION

- Occasional work out of ordinary hours

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Reporting to the General Manager and working directly with the Director of Sport, the incumbent will operate with a high level of independence to achieve the agreed required outcomes.

Projects will be presented for action at the discretion of the Executive Management Group with the approval of the Director of Sport. The incumbent needs to be self-motivated and prioritise workloads as the position demands initiative and the ability to work without direct supervision across all areas of the organisation. The Executive Support Officer will also demonstrate the capacity for forward planning, effective time management and a commitment for high quality relationship management. This position consults with the senior management team on the development of key strategic tasks and for proposals and related communication strategies.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Executive Support Officer is required to exercise good judgment in the responsibilities and is expected to manage the provision of project support services to meet required deadlines.

The incumbent will be involved in resolving problems which will require excellent interpersonal, communications, initiative, and judgement skills.

In complex situations that may have a substantial impact beyond the immediate environment, the Executive Support Officer will be expected to seek advice from the Director of MU Sport and Executive Management group.

Exercise judgement in problem-solving within a complex project environment and balance the interest of various project stakeholders.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to develop and demonstrate a broad understanding of University policies, procedures and agreements as they relate to the department. MU Sport policies and procedures and specific knowledge relating to the delivery of sporting programs will also be required. The position also requires a broad understanding of the sport and recreation industry and industry.

3.4 RESOURCE MANAGEMENT

The Executive Support Officer will have some knowledge in accurately assessing resource requirements for projects and will be able to provide advice based on consultation with appropriate stakeholders.

3.5 BREADTH OF THE POSITION
This position is multi-functional and requires application of a variety of work-related skills. Efficient administrative, organisational and problem-solving skills are essential, as is the ability to handle varying workloads and situations. The incumbent should have well-developed communication and stakeholder management skills, with the ability to interact effectively and positively with students, staff, and external providers, and represent MU Sport in the best possible manner.

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 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.

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:

https://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.

6. Other Information

6.1 ORGANISATION UNIT

www.sport.unimelb.edu.au

Melbourne University Sport (MU Sport) is a Department of the University, reporting to the Vice-Principal (Engagement) and the Melbourne University Sport Board, and provides high-level policy, business and financial advice to the University on the development and management of sport and recreation at the University.
Sport has a special significance for the University through the performance of sporting clubs, teams and high profile athletes that enhance the reputation of the University. The vision for sport is that the University of Melbourne is the leading Australian university in sporting performance, participation and quality of facilities.

MU Sport provides professional management of the fitness, sports and recreation facilities, programs and activities of the University and works closely with all stakeholders and external strategic partners in delivering sport and physical recreation opportunities for the University community in accordance with strategic and operational plans.

MU Sport is responsible for:

- The Sport Capital Improvement Plan for the development of campus and off campus facilities and manages all University sporting facilities in particular the University Recreation Reserve, the Ski Lodge at Mt Buller and the Boat House on the Yarra River
- Provision of fitness and recreation services and programs including fitness assessments, personal training, group fitness, physiotherapy and sports massage, support for instructional and recreational club activity, short courses and trips and tours.
- Provision of sporting opportunities including supporting teams and individual students to compete in regional, national and international student competitions including the Australian University Games, the strategic development and operations of the competitive sporting clubs, professional management and promotion of lunch time and college sport competitions and support for elite level student athletes with the High Performance Sport Program and the provision of sporting scholarships
- Ensuring the marketing and branding of sport to support student recruitment activity and support the engagement of the alumni with University sport programs and advancement activity
- Representing the University on matters pertaining to sport and physical recreation to local, state and federal government, Australian University Sport (AUS), sporting bodies and related professional organisations.

6.2 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
6.3 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.

6.4 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 https://about.unimelb.edu.au/strategy/governance