# Administration/Project Officer – Climate Change and Human Health

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>0030958</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>UOM 5</td>
</tr>
<tr>
<td>SALARY</td>
<td>$79,961 - $91,844 (pro rata) per annum</td>
</tr>
<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
</tr>
<tr>
<td>WORKING HOURS</td>
<td>Part-time (0.6 FTE)</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>12-months fixed term</td>
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<tr>
<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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<tr>
<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 | Professor Kathryn Bowen  
Email [climate-catchlab@unimelb.edu.au](mailto:climate-catchlab@unimelb.edu.au)  
*Please do not send your application to this contact* |

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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

We are seeking a highly motivated Administration/Project Officer to join the growing climate change and human health program led by Professor Kathryn Bowen and colleagues across the Melbourne School of Population and Global Health and Melbourne Climate Futures. The appointee will support the administrative and operational needs of the recently established Climate CATC (Collaborative Action Towards Transformative Change in Health and Healthcare) Lab and provide high-level professional support to the Lab Director – Kathryn Bowen, Deputy Directors, Academic Convener and Stream Leads.

The ideal candidate will be proactive, detail-focused, have a positive attitude, and enjoy working collaboratively with a dynamic team to deliver against high expectations in the rapidly evolving and expanding climate and health research domain.

They will be responsible for a wide range of administrative and project support needs, including but not limited to coordinating events, workshops and meetings; maintaining databases and communications channels (e.g. website, newsletters); developing and supporting dissemination of knowledge products to amplify climate and health initiatives across the University; and other general financing, reporting and administrative duties.

This part-time position is based at the Parkville campus and is a great opportunity for the appointee to establish their networks and experience in climate change and health research, from local to global scales. We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people.

1. Key Responsibilities

1.1 Operational Activities and Service Quality

- Oversee the day to day administrative and operational needs of the Climate CATC Lab, including but not limited to, organising meetings and events, referring enquiries to Lab members, and monitoring delivery of agreed actions and activities.
Coordinate university-related administration including maintaining records, processing expense claims, procurement, contracting and compiling financial information.

Secretariat support for the Climate CATCH Lab leadership and senior staff as required or directed, including assisting with presentations, travel bookings, and production of promotional material.

Assist with preparation and dissemination of communications and knowledge products to amplify the University and the Climate CATCH Lab’s research and impact on climate and health issues, including drafting newsletter content and other correspondence; event promotion; and website maintenance.

Executive support for the Climate CATCH Lab Director.

1.2 PROJECT MANAGEMENT

- Record data and maintain records required for reporting on research projects and grant agreements, including, but not limited to, finances, engagement activities, research outputs etc.
- Carry out special project work as required, seeking input from others as appropriate and necessary.
- Support members of the Climate CATCH Lab to monitor and manage competing project priorities and timelines, ensuring any changes required are actioned and communicated.

1.3 RESPONSIBILITY AND COMPLIANCE

- Maintain a sound knowledge of current University policy and procedures and reliably follow these or provide compliant advice to others.
- Reliably follow communications and Occupational Health and Safety protocols and/or policies as appropriate.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website for information on how to address Essential Selection Criteria.

2.1 ESSENTIAL

- A degree or equivalent combination of relevant experience and/or education/training.
- Experience providing administrative or secretariat support and/or project management, including examples of having successfully organised multistakeholder initiatives, events or groups.
- Strong planning, organisational and time-management skills including the ability to effectively multi-task and manage competing deadlines.
- Excellent written and verbal communications skills with demonstrated ability to prepare high-quality communications products including presentations, reports, meeting papers, minutes, and other written communications such as web content.
Strong interpersonal skills with the ability to work collaboratively and effectively across teams to form strong and supportive relationships. This includes working independently and as a proactive team member.

- Proficiency with the Microsoft Office suite (particularly Word, Excel and PowerPoint), SharePoint, Office Outlook, as well as aptitude in supporting collaboration across a wide range of digital platforms including Zoom.

2.2 DESIRABLE

- Experience in a similar role in a university.
- Background or interest in a relevant discipline, such as public health, environmental health, health policy, climate change and health, or related areas.

2.3 OTHER JOB RELATED INFORMATION

- The Administration Officer may work the hours required flexibly across a week in agreement with the Lab Director.
- Occasional work out of ordinary hours may be required during scheduled events and meetings.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Administration/Project Officer will work under the general direction of the Climate CATCH Lab Director and will work closely and collaboratively with other members of the Climate CATCH Lab to help deliver on key initiatives and priorities. The Administration/Project Officer will often carry out their regular duties autonomously, prioritising as necessary, and ensuring effective communication with stakeholders.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Administration/Project Officer will exercise sound judgement in the management of priorities and competing demands and will be required to support and coordinate the delivery of varied projects within specified timelines. The position will make assessments and decisions based on policy, precedent and stakeholder guidance, to ensure effective and efficient delivery of objectives and goals.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Administration/Project Officer will be expected to have, or to acquire, knowledge and understanding of the University’s organisational structure, University policies, procedures and relevant administration systems.

3.4 RESOURCE MANAGEMENT

The Administration/Project Officer will have excellent organisational skills and will work closely with the Climate CATCH Lab Director, Academic Convener, and associated leads in supporting and coordinating projects and other ad hoc administration support. The Administration/Project Officer will have strong computer and analytical skills, will be able to work flexibly and adapt to new systems and technologies.
3.5 **BREADTH OF THE POSITION**

The Administration/Project Officer will be expected to liaise with and work closely with a diverse range of stakeholders including academic and professional staff within the Faculty, as well as staff in other University units and initiatives.

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 **THE MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH**

www.mspgh.unimelb.edu.au

The Melbourne School of Population and Global Health (MSPGH) is a respected leader in the field of public health education, research and knowledge exchange. MSPGH was established in 2001 as the first school of its kind in Australia with a vision to make a difference in the population and public health sphere - building on the substantial assets
of our University to advance public health in communities nationally and internationally - with a strong focus on Indigenous peoples.

Since its inception, the School has grown rapidly in size, scope and reputation and has consistently attracted leading academics and researchers who bring considerable skills, insights and expertise. We continue to attract increasing levels of competitive funding from governments and a range of renowned philanthropic organisations, funders and individuals. The School now comprises over 350 academic and professional staff.

The quality of MSPGH research is confirmed by the Academic Ranking of World Universities within which the University of Melbourne maintains its place as the top-ranked Australian university. The ARWU Global Ranking of Academic Subjects 2022 placed the University 12th in the world for Public Health and first in Australia.

Our researchers regularly have work published in prestigious titles including The Lancet, Nature, The New England Journal of Medicine and the Journal of the American Medical Association. The School is strongly engaged internationally with key collaborations including the World Health Organisation, Grand Challenges Canada, the Pasteur Institute and Department of Health in Vietnam, the Public Health Foundation of India and the International Association for Suicide Prevention.

The flagship Master of Public Health degree, with over 650 enrolments, forms the core of a strong teaching program alongside undergraduate teaching and a suite of specialist postgraduate coursework degrees across Biostatistics, Epidemiology, Gerontology, Health Economics, Health Informatics and Sexual Health. These programs and the School’s extensive cohort of more than 120 graduate research students make a substantial contribution to training the next generations of public health specialists and researchers nationally and internationally.

The School currently comprises four Centres and two Institutes that focus on key areas of population and global health that are relevant now and will have tangible impacts on the health of national and international communities into the future. These comprise the:

- Centre for Epidemiology & Biostatistics;
- Centre for Health Equity;
- Centre for Health Policy;
- Centre for Mental Health and Community Wellbeing;
- Onemda Place for Aboriginal and Torres Strait Islander Health & Wellbeing;
- Melbourne Disability Institute; and the
- Nossal Institute for Global Health.

6.2 THE FACULTY OF MEDICINE, DENTISTRY & 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 $630m 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. Insert information about Faculty/Division

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