## Project & Communications Officer

**POSITION NO**
0061774

**PROFESSIONAL CLASSIFICATION STANDARD / SALARY**
UOM6
$92,749 - $100,397 p.a. (pro rata for part-time)

**SUPERANNUATION**
Employer contribution of 17%

**WORKING HOURS**
Full Time

**BASIS OF EMPLOYMENT**
Fixed term available for 12 months

**OTHER BENEFITS**
http://about.unimelb.edu.au/careers/working/benefits

**HOW TO APPLY**
Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

**CONTACT FOR ENQUIRIES ONLY**
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For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation, and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING COORDINATOR PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation’s evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital. The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

OPERATIONAL PERFORMANCE GROUP

The Operational Performance Group (OPG) is a centre of excellence in business transformation and data, driving improved operational efficiency, effectiveness, and experiences across the University. The OPG brings together specialist skills and expertise to discover opportunities and partner with you to define, design, test and deliver solutions. We provide assurance, organisation, measurable contributions, enhanced transparency and improved engagement and communications between all stakeholders – We help build a community of support to ‘get the job done’.
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.

ABOUT THE ROLE

Position Summary

Reporting to the Portfolio Manager, the Project & Communications Officer provides high-quality project administration and support for OPG projects, working closely with the OPG PMO and Project Managers to support the planning, coordination, and delivery of transformative operational initiatives for OPG.

The incumbent will be required to support the design and development of project reporting packs (PPT), translating complex information into digestible, visually appealing documentation that support a consistent message and presentation for stakeholders. To do this, the Project & Communications Officer will be proficient across the Microsoft Suite, and ideally have skills in other design software.

The Project & Communications Officer will be enthusiastic, professional and able to work across a number of tasks at any one time. They will have excellent time management skills and enjoy working as part of a dynamic team environment. They will have excellent communication and written skills, and demonstrate a high level of professionalism, maturity and initiative in their coordination and delivery of the projects/tasks assigned to them. They will provide support for a range of aspects of the project lifecycle, and carry out other project-related or general tasks from time to time including supporting the PMO in day-to-day management and reporting.

The Project & Communications Officer may be required to liaise with a range of stakeholders including senior executives, academics, and professional staff from across the institution. The Project & Communications Officer will be expected to develop and maintain effective working relationships across the University to support the successful delivery of projects as assigned by Project managers and Initiative leads.
Reporting line: Portfolio Manager
No. of direct reports: 0
No. of indirect reports: 0

1. Key Dimensions and Responsibilities

Task level: Moderate
Organisational knowledge: Moderate
Judgement: Moderate
Operational context: Single Department within the COO-Portfolio

- **OH&S and compliance:** 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/. Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

- **Supervision/Independence:** The incumbent works under broad direction and will effectively manage their own contributions and projects within a broader suite of work, including time management and prioritisation of tasks. The incumbent will work collaboratively with other members of the OPG team, including senior executives, as well as other internal and external stakeholders.

- **Problem Solving and Judgement:** The incumbent will have developed problem-solving skills and the ability to plan and prioritise tasks. The incumbent is expected to be able to contribute to identifying and recommending continuous improvement opportunities to ensure the ongoing effectiveness of the project delivery and the PMO. The incumbent is required to understand, interpret and communicate specialist and complex information. The incumbent should be results and solutions oriented, applying creativity and lateral thinking to address challenges as they arise.

- **Knowledge:** The incumbent must develop a deep understanding of their own projects/tasks as well as familiarity with the mission and initiatives of the broader OPG Portfolio. An awareness of project and/or program management methodologies will benefit the incumbent to assert fundamental processes and procedures and ongoing improvements.

- **Resource Management:** Coordination with external vendors, project leads and individual project teams. The incumbent directly manages their own time, applying their knowledge and problem-solving skills to streamline tasks, and will bring to the attention of their supervisor and the initiative lead(s) for their project(s) any requirements for additional resources.

- **Breadth of Position:** As a generalist, the Project Officer/PMO Administrator is responsible for a broad range of tasks and will adapt their approach to meet the needs of different projects/tasks. Working closely with members of project governance forums to ensure inputs and outputs are actioned in a timely manner and with external vendors to ensure contractual administration is managed appropriately.

2. Core Accountabilities

- Support the delivery of key tasks and initiatives within the OPG portfolio by:
Contributing to pack preparation, including applying quality communication and design skills

Drafting and supporting project communications

Ability to translate project documentation into clear consistent messages, action items or tasks

Supporting the OPG project management framework but managing various tasks to support initiatives and project for example risk documentation, actions registers, agenda and minutes, as well as project and PMO communications.

Support project leads and OPG with administrative tasks by coordinating team members’ access and permissions to key systems and tools, such as MS SharePoint, MS Teams and Smartsheet.

Prepare high quality project resources and artefacts and develop a deep understanding of projects and stakeholders.

Provide secretariat support to project working groups, meetings, workshops, or other activities, including producing written reports, meeting minutes and agendas, and proactive follow up action items, recommendations and outcomes.

Complete other tasks within the OPG Portfolio Office as directed from time to time.

Use AI tools to uplift the above tasks and continually improve ways of working.

Work professionally and collaboratively with OPG team members and other University and external stakeholders.

3. SELECTION CRITERIA

3.1 Essential

A graduate degree in a relevant discipline and/or a relevant combination of training and experience.

Demonstrated high-level writing skills showing flexibility across a range of purposes, audiences, and styles as well as strong attention to detail.

Demonstrated ability to develop and prepare high-quality information and materials to support to support clear and effective communication of project information to key stakeholders.

Demonstrated experience problem solving, including thinking creatively and working collaboratively across teams to solve business challenges.

Excellent interpersonal and communication skills, including the ability to work effectively as part of a dynamic and fast-paced team environment.

Good judgement, with an ability to anticipate stakeholder needs, and to identify dependencies across different pieces of work.

Demonstrated organisational skills and the ability to manage multiple tasks while effectively planning, prioritising and managing work across a mixture of responsive and longer-term tasks.

3.2 Desirable

A minimum bachelor level degree with subsequent relevant experience

Experience working in a tertiary education or equivalent complex setting

Experience of project management methodologies and experience using project management tools such as Smartsheet.

Experience with AI tools to increase administrative efficiencies.
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.