Content Coordination Officer

POSITION NUMBER 0036357

PROFESSIONAL CLASSIFICATION UOM 5 - $75,011 - $86,158 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part Time (0.5 FTE)

BASIS OF EMPLOYMENT Continuing

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

Name: Robert Hamilton
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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
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 OFFICER 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 six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services
STUDENT AND SCHOLARLY SERVICES

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

This position sits in the Teaching and Learning Innovation portfolio of Scholarly Services

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 Purpose:

The Content Coordination officer is responsible for the efficient processing of invoices into the Library Management System prior to payment by University Financial Operations. The incumbent will also support other staff in the process and liaise with Finance staff.

The incumbent will also be responsible for entering the required data into the Disposal Register, on a quarterly basis, for reporting to the University Treasury Department.

When not involved in the above tasks the incumbent will contribute to collection data analysis and licence lodgement processes or customer service queue management, as identified by the Collection Analysis Team Leader.

Reporting line: Team Leader Collection Analysis
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: N/A
**Key Dimensions and Responsibilities:**

Task level: Moderate
Organisational knowledge: Moderate
Judgement: Moderate
Operational context: University wide

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/](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.

**Core Accountabilities:**

- Accurate and timely performance of core financial tasks, especially the processing for payment of invoices received in the section (both in paper and electronic format) into the Library Management System prior to payment by University Financial Operations.
- Provide invoice advice, expertise and support to Collection Development and Access colleagues and external stakeholders such as vendors as required.
- Liaison with and assistance to University Accounts Payable team members about payment of Scholarly Services invoices
- Data entry into the University Disposal Register, for reporting to University Finance
- Contribute to work across the Collection Analysis team as required, including lodgement of licence agreements in the University’s records management system; assistance with data analysis processes; assistance with library eResource support

**Selection Criteria:**

Education and qualifications:

- A qualification in a relevant field of study or an equivalent combination of relevant experience and/or education/training.
- Familiarity with library management system modules for orders, especially as regards invoices
- Familiarity with publishing procurement models or licence agreements

Knowledge and skills:

- Experience in processing invoices for payment
• A demonstrated commitment to customer service principles including the ability to be flexible, to anticipate and to be responsive to customer needs
• Well established communication skills, both written and verbal, and the capacity to effectively communicate with a variety of people including team members, internal stakeholders and external service providers
• Ability to work independently and as part of a team to achieve results
• High level of proficiency in the Microsoft Office suite
• Attention to detail and a high level of accuracy
• Proven organisation and time management skills, including the ability to manage own deadlines

Other job related information:
Occasional work out of ordinary hours

Special Requirements:
Employment in this position is conditional upon receipt and maintenance of a Working with Children Check