



## POSITION DESCRIPTION

School of Mathematics  
Faculty of Science

### Outreach Business Officer

<b>POSITION NO</b>	0048452
<b>CLASSIFICATION</b>	UOM 7
<b>SALARY</b>	\$91,913 - \$99,495 p.a. (pro-rata)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part Time (0.7 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed Term for 24 months (Until 30 June 2021)
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	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.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Kate Lowry Tel: +61 3 8344 8195 <a href="mailto:kate.lowry@unimelb.edu.au">kate.lowry@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The position of the ACEMS Outreach Business Officer is situated with the Australian Research Council Centre of Excellence for Mathematical and Statistical Frontiers (ACEMS). The Centre is a significant multidisciplinary and multi-institutional project that will have an annual discretionary budget of approximately \$4 million a year. The Centre is funded by the Australian Research Council and the participating institutions are: The University of Melbourne (lead), Queensland University of Technology (QUT), The University of Adelaide, The University of Queensland (UQ), University of Technology Sydney (UTS) and The University of New South Wales (UNSW).

The Centre will be operational from 01 July 2014 until 30 June 2021.

Located in the School of Mathematics and Statistics at The University of Melbourne, the ACEMS Outreach Business Officer will take responsibility for the organisation of the Centre's growing outreach presence across a range of major events. The successful candidate will be responsible for organising major outreach events, and for developing additional enhancements to outreach programs offered by the Centre. As a member of the School's professional staff, the incumbent is expected to participate in School administration team meetings and be an active member of the broader School of Mathematics and Statistics professional staff community.

The position reports to the ACEMS Chief Operating Officer.

### ***1. Key Responsibilities***

#### **1.1 GENERAL**

- ▶ Assist in the strategic development of the Centre's outreach engagement initiatives, including defining the Centre's methodology, incorporating best-practice knowledge into the preparation of the operational plan and budget
- ▶ Manage the budget expenditure related to the ACEMS outreach activities complying with the University's financial procedures
- ▶ Develop goal and KPI setting, and maintaining a calendar of outreach and stakeholder events
- ▶ Integrate systems and processes within the Centre to optimise effectiveness and efficiency
- ▶ In consultation with the Chief Operating Officer and the Executive Committee, support the outreach program's strategic planning and budgeting processes.
- ▶ Manage the fulfilment of the key activities of these portfolios and report to the Chief Operating Officer to ensure that the Centre's goals and KPIs are being achieved.
- ▶ Work closely with the Chief Operating Officer to ensure a high standard of service delivery and to achieve targets and program outcomes.
- ▶ Implement, oversee and evaluate the development and delivery of the ACEMS outreach program locally, and nationally across the Centre.

#### **OUTREACH**

- ▶ Manage the strategic development of the Centre's outreach programs in particular providing support and advice for the Centre's Maths Craft program.
- ▶ Liaise with external stakeholders to plan and implement collaborative outreach events with other Centre's of Excellence.

- ▶ Oversee delivery of ACEMS public lecture program, ensuring that the program reaches a broad and diverse audience, including alumni, and enhances the reputation of ACEMS
- ▶ Contribute to the Centre's marketing content creation through the website and social media to promote its outreach programs.
- ▶ Organise logistics for the Centre's outreach programs and activities.
- ▶ Conduct relevant administrative tasks as appropriate in order to ensure the effective delivery of the Centre's programs.

## 1.2 DEVELOP STRATEGIC RELATIONSHIPS

- ▶ In collaboration with the Chief Operating Officer, develop and maintain strong and collaborative relationships with key internal and external stakeholders relevant to the role.
- ▶ Actively participate in team meetings and other forums as required.
- ▶ Maintain and continuously develop professional knowledge and skills by keeping up to date with new developments relevant to the role.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ A degree with subsequent relevant experience in business operations, expertise in administrative fields, or an equivalent combination of relevant experience and/or education/training.
- ▶ Can independently relate existing policy to work and rethink ways of applying knowledge to solve problems
- ▶ Highly developed interpersonal skills, and the ability to work collaboratively and effectively with a diverse range of stakeholders.
- ▶ Provides strategic support integrating range of policies and external knowledge.
- ▶ Achieve prescribed objectives and outcomes within complex circumstances.
- ▶ Excellent written and oral communication skills with a demonstrated ability to effectively and efficiently convey information within a diverse work environment.

### 2.2 DESIRABLE

- ▶ Advanced computer skills in Microsoft Office products and the ability to learn new software. Desirable
- ▶ Demonstrated understanding of the higher education environment including its strategic direction.
- ▶ Knowledge of University enterprise systems.

### **3. *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 based on 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.

### **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.

### **5. *Other Information***

#### **5.1 THE SCHOOL OF MATHEMATICS AND STATISTICS**

<http://www.ms.unimelb.edu.au/>

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of subjects to undergraduate and postgraduate students and is involved in aspects of community life that impact on the interests of the School and the discipline.

The School of Mathematics and Statistics has a total of 70 continuing teaching and/or research staff; 53 research only staff and consultants; 16 academic specialists and 15 support staff. The School has over 120 casual and honorary staff. In 2018, there were 93 Research Higher Degree and 245 Coursework Master of Science students. Four members of the School staff and one Emeritus Professor are members of the Academy of Science.

Infrastructure support for research and basic information technology facilities are provided to all members of the department. Special facilities such as high-end workstations and salaries for research fellows are supported through individual competitive external research grants. Members of the School have had considerable success at attracting support from the Australian Research Council. The school currently hosts two ARC Centres of Excellence, and has hosted three ARC Laureate Fellows, nine ARC Future Fellows and twelve DECRA Fellows.

It is one of the objectives of the University to develop and maintain a strong international profile. In this context, members of the School have strong collaborative links with colleagues in the United States of States of America, most countries in Europe and the Asia-Pacific region.

## 5.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au/>

Science at the University of Melbourne is amongst the most highly ranked Faculties of Science in Australia\*. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 53,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and home to numerous Centres.

Science manages more than \$315 million of income per annum, with a staff base in the order of 290 professional staff, and more than 630 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,700 undergraduate and 2,400 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$80 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

*\*Based on 2018-19 subject rankings by QS and Time Higher Education*

### 5.3 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>.

### 5.4 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>

### 5.5 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>