Chancellery

Communications and Change Manager – Research Strategy

POSITION DESCRIPTION

POSITION NO 0063157
CLASSIFICATION UOM 8
SALARY $119,742 - $129,607 p.a. (pro rata for part-time)
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full time (1 FTE)
BASIS OF EMPLOYMENT Fixed term for 1 year
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

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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
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 Communications and Change Manager is part of the Chancellery (Research and Enterprise) (CRE) team that supports the Deputy Vice-Chancellor (Research) (DVC (R)) to deliver the University’s ambitions for research and research training, as articulated in Advancing Melbourne 2030.

The Discussion Paper ‘Research in a Public-Spirited University (RPSU)’ written by Chancellery Research and Enterprise (CRE) in 2018, explores how as a public-spirited institution, the University engages with audiences and partners beyond the academy and seeks to ensure that the significance and benefits of our research are widely communicated and debated.

The Communications and Change Manager will play a key role in developing and executing change and communication services to support the Review of the Research in a Publicly Spirited University program of work which seeks to ensure the University’s current research due diligence practices and processes are robust and fit-for-purpose. This work will influence the University’s research culture, including through improved education and awareness. The program of work, to be undertaken over 12 months, will include auditing existing institutional and local due diligence processes and procedures, including that of Faculties.

This role will plan, develop, coordinate and deliver a broad range of communications and change activities to support the Program, as well as drive awareness internally and externally. This will include developing and delivering content across internal and external channels (including news outlets, events, website and social media platforms), as well as refreshing and enhancing research staff facing web resources.

The appointee will work closely with the Chancellery Research and Enterprise team, and will be a key liaison into University Communications and Marketing. They will need to develop effective relationships across the University, including with Faculties and the Chief Operating Officer’s Portfolio (notably Research Innovation and Commercialisation).
There may also be the opportunity for the appointee to contribute to other DVCR strategic projects, but the Review of the Research in a Publicly Spirited University program of work will be the focus of the role.

The Change and Communications Manager will report to the Senior Research Strategy Project Officer.

1. **Responsibilities**

- Develop and execute a communications plan for Program Activity, taking into account the needs of various stakeholders.
- Develop and execute a change plan for any new processes/procedures that arise from Program Activity, taking into account the needs of various stakeholders.
- Gather information and produce high-quality and timely content and communications materials for use across the Institution, including staff hub, staff news, website updates, social content, media releases, and key messages.
- Build and maintain effective working relationships with internal and external stakeholders at all levels, using their excellent interpersonal and networking skills.
- Actively contribute to maintaining an effective, collaborative and respectful Chancellery Research and Enterprise team culture.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. **Selection Criteria**

2.1 **ESSENTIAL**

- Demonstrated work experience within relevant communications field and tertiary qualification in marketing, communications, business or a related discipline.
- Demonstrated experience developing change and communication strategies, using a variety of channels, media and delivery styles to support engagement of internal and external audiences.
- Demonstrated experience with content management systems.
- Excellent skills in oral and written communications.
- Sound knowledge and skills in stakeholder management, change management planning, governance, strategy, and engagement.
- Experience in providing strategic advice, exceptional client service and senior executive support in the context of a large, complex organisation.
- Demonstrated ability to work proactively and independently, and also collaboratively and as part of a team.
Ability to manage multiple initiatives and stakeholders, prioritise and deliver against deadlines in an agile environment.

2.2 DESIRABLE
- Good understanding of the University’s research strategy, policies and culture

2.3 OTHER JOB-RELATED INFORMATION
- On campus work will be required, based at the Parkville campus. Flexible work arrangements are available in line with University policy.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE
The appointee will work under broad direction from the Senior Research Strategy Project Officer and with a high level of independence. The role requires the frequent use of discretion and independent judgment.

3.2 PROBLEM SOLVING AND JUDGEMENT
The role requires a significant level of planning ability and creative application. A significant level of personal judgement and professional conduct is required.

The role will have the ability to contribute to complex, significant, and high-level creative planning and program functions. The position will contribute to the achievement of change management and communication objectives and programs.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE
Moderate: Ability to work positively as a team within a fast-paced environment. The role will need to be up to date with the latest research priorities, news and trends.

The role requires knowledge of the University’s research related policies, systems and processes. These can be gained on the job, but will also rely on the professional standing, theoretical and applied knowledge of the individual in their specialist field in order to operate successfully.

3.4 RESOURCE MANAGEMENT
Number of direct reports: 0
Number of indirect reports: 0
Direct budget accountability: $0

The appointee will be expected to manage workload and balance the work requests and priorities within the scope of the role. This position does not have direct budget management. The appointee will bring to the attention of their line manager where any additional resources or tools may be required.

3.5 BREADTH OF THE POSITION
This role contributes significantly towards projects and initiatives that have university-wide impact. The appointee will interact with a broad range of University staff, including Senior Leaders, University level committees, academic and professional staff in faculties, and University and affiliated institutes and centres.

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

The Chancellery (Research and Enterprise) (CRE) portfolio within the Chancellery Division is led by the Deputy Vice-Chancellor (Research) (DVC (R)) and works in partnership with faculties to achieve the University’s research ambitions. The DVC (R) is the accountable officer for research at the University ensuring research is conducted to the highest ethical standards and with a commitment to excellence.

In line with the University’s operating model, CRE leads work in the following key areas of activity under the Advancing Melbourne strategy:
- Research quality – Deliver the highest quality research across a broad range of disciplines
- Research capability – Attract, develop and retain quality researchers from around the world and nurture research careers (including graduate researchers)
- Research infrastructure – Provide access to a world-class research environment
- Research collaboration – Develop beneficial partnerships that bring together researchers with research partners
- Interdisciplinary research - Establish and support structures and processes that enable and foster interdisciplinary research
- Research translation and impact - Support researchers to translate and realise impact from their research.

6.2 BUDGET DIVISION
The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:
- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

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