OPERATION DESCRIPTION

Office of the Dean
Faculty of Science

ONLY INDIGENOUS AUSTRALIANS ARE ELIGIBLE TO APPLY AS THIS POSITION IS EXEMPT UNDER THE SPECIAL MEASURE PROVISION, SECTION 12 (1) OF THE EQUAL OPPORTUNITY ACT 2011 (VIC)

Operations Officer – Office of the Dean

POSITION NO 0053148
CLASSIFICATION UoM 5
SALARY $79,961 - $91,844 p.a
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full-time
BASIS OF EMPLOYMENT Continuing
FLEXIBLE EMPLOYMENT

The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

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.

CONTACT FOR ENQUIRIES ONLY
Lea Stuart
Email leanora.stuart@unimelb.edu.au

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 Operations Officer will join a collegiate and supportive team of Professional Staff within the Office of the Dean responsible for the administrative support across the Deanery and wider Faculty. The appointee will be responsible for delivering high quality support across a range of diverse tasks, ensuring the smooth operation of key functional processes. These include events administration, facilities and resources, finance and procurement, general administration including the development and implementation of administrative systems and processes to support the operational needs of the Deanery.

The appointee will be a problem solver with highly developed organisational skills who can manage tight deadlines and conflicting priorities. The Operations Officer undertakes projects and ensures commitments are carried out in a timely and professional manner.

1. Key Responsibilities

- Act as Departmental Administrator for the Office which may include, but is not limited to, procurement, submitting and coding credit card receipts, paying invoices, creating purchase orders, running reports, partnering with HR and Finance in business services, and assisting with recruitment, including Page-Up administration
- Establish and maintain effective filing and database systems for records management of Deanery documents in line with University records management policy
- Work collaboratively with other professional staff across the Deanery and secretariate to deliver integrated administrative processes and to provide a responsive service for staff
- Provide support and assistance to Associate Deans and Faculty business unit Directors as required during busy periods
- Organise events and other functions as required including the booking of venues and catering, creating EventBrite pages, promotion and inviting of guests
- Update email distribution lists
• Backfill the responsibilities of the Executive Assistant to the Dean and the Executive Assistant to the Faculty Executive Director in periods of absence
• Collaborate with staff across the secretariate and wider Faculty
• Build and foster working relationships with a diverse range of stakeholders including academic and professional staff within the Faculty, as well as staff in other University units
• Foster a commitment to teamwork and promote a supportive work environment
• Actively contribute to relevant overall strategic goals

2. Selection Criteria

2.1 ESSENTIAL
• Exceptional organisational skills and attention to detail
• Strong skills in time management, setting priorities, planning and organising own work and influencing others in order to meet deadlines
• Demonstrated customer service focused approach with experience of, and commitment to providing, high level professional support to all stakeholders
• An ability to exercise sound judgement and to maintain confidentiality
• Demonstrated experience working autonomously and as part of a team with the ability to lead processes across a broad, complex team environment.
• Excellent communication and interpersonal skills including the ability to present written information clearly, and to interact effectively with stakeholders

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE
The Operations Officer receives general direction from staff within the Office of the Dean. The Operations Officer works collaboratively with other members of the Deanery and assists with administrative duties as required. The incumbent will be required to form strong working relationships with staff within the Deanery, the secretariate and other stakeholders across the Faculty.

3.2 PROBLEM SOLVING AND JUDGEMENT
The Operations Officer will exercise judgement in the prioritisation of a variety of competing demands, frequently working to tight and/or inflexible timelines. The Operations Officer will exercise discretion in dealing with matters that require a high degree of confidentiality or are of a sensitive nature. The Operations Officer will apply their analytical skills to solve a wide range of general tasks but will exercise judgement in seeking assistance with more complex or unusual demands.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE
The Operations Officer is required to have a detailed understanding of the policies and procedures relating to the University and general School activities, including organisational structures and processes. The Officer requires computer skills in MS Word,
Excel, PowerPoint and the use of databases, as well as a well-developed understanding of the University systems.

3.4 RESOURCE MANAGEMENT

The Operations Officer is responsible for the effective administration of their time and resources and contributes to the effective administration of the Office of the Dean by reviewing processes to ensure efficient work practices.

3.5 BREADTH OF THE POSITION

The Operations Officer is responsible for a wide range of administrative tasks, liaising with academic and professional staff, and other areas of the University.

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 Faculty of Science

https://science.unimelb.edu.au/

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 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. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty’s focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across six of the University’s seven campuses – Parkville, Dookie, Burnley, Creswick, Shepparton and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.
6.2 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

6.3 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.

6.4 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