Due Diligence Coordinator

POSITION NUMBER

0048610

PROFESSIONAL CLASSIFICATION

UOM 7 - $98,402 - $106,519 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION

Employer contribution of 17%

WORKING HOURS

Full Time (1 FTE)

BASIS OF EMPLOYMENT

Fixed term for 12 months

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

Sevilla Furness-Holland

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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
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services
RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is a specialist team dedicated to enabling the University’s research and innovation mission working closely with our academic and professional colleagues, industry partners, funding and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Faculties and Chancellery.

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers’ success, the personal development of our team members and ensuring RIC is a great place to work at the University.

Research Grants, Contracts and Finance (RGCF) within RIC supports the submission of grant proposals (Idea to Proposal) and the post-award administration (Contract to Output) for a wide range of Australian and international research funders. RGCF also supports Chancellery in the management and administration of internally funded research grants.

In this role, you will be part of the Contract to Output area and will advise on the risks associated with research partnerships and funding.

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 Due Diligence Coordinator reports to the Associate Director (Post-Award) who leads post-award administration (Contract to Output) in Research Grants, Contracts and Finance. This position is responsible for the provision of quality advice and recommendations about the reputational and compliance risks relating to the University’s relationships with external funders of research. The Due Diligence Coordinator plays a critical role in supporting the success of the University’s research collaborations by ensuring that risks are identified and managed appropriately by the relevant area.

The Due Diligence Coordinator will work closely with external parties, other teams within RIC, individual academics, Faculties, Chancellery and the University more broadly. The Due Diligence Coordinator will exercise a high degree of independence and mature judgement.

To be successful in this role you will be passionate about exceptional service delivery with a proven record of influencing and engaging others. You will be flexible in your approach and able to work in a wide range of team environments. Your strong customer centric focus will ensure you build and maintain productive working relationships with internal and external stakeholders.

Reporting line: Associate Director (Post-Award)
No. of direct reports: Up to 3
No. of indirect reports: 0
Direct budget accountability: 0

Key Dimensions and Responsibilities:
Task level: Significant
Organisational knowledge: Significant
Judgement: Significant
Resource management: Moderate

Operational context: Faculties, University Services, Chancellery, external funding agencies.
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.
Core Accountabilities:
Under the direction of the RGCF Associate Director (Post-Award) the duties of the Due Diligence Coordinator may include, but are not limited to:

- Develop, implement and monitor due diligence and risk management processes and policies in accordance with the University’s policy framework;
- Prepare counterparty due diligence reports to support executive decision-making, drawing on information collected from a range of internal and external sources;
- Develop due diligence briefing documents and governance papers;
- Identify opportunities for continuous improvement of the due diligence function, including streamlining processes, standardising communications, and technology-based solutions;
- Review and evaluate compliance with due diligence processes, and implement measures to encourage greater compliance through advocacy, education and communication;
- Monitor external developments in the areas relevant to the University’s research interests to ensure the University’s responses to counterparty risks are based on the best available information;
- Liaise with researchers and a variety of stakeholders to build productive relationships;
- Supervise the work of the Due Diligence Team, while managing human resources and developmental requirements;
- Ensure the maintenance of sound record keeping in accordance with the University’s policy obligations; and
- Other duties as deemed appropriate and as directed by the supervisor.

Selection Criteria:

Education/Qualifications

- A relevant degree or diploma with subsequent relevant experience, or an equivalent combination of relevant experience, education and training.

Knowledge and skills

- Experience in interpreting, applying and developing policies or procedures within a large, complex organisation.
- Experience in undertaking research tasks, in particular the ability to summarise and communicate complex information, and assess the quality and credibility of information.
- Ability to apply initiative, judgement and problem-solving skills, specifically to reputational, financial or institutional risks.
- Demonstrated ability to build and maintain positive relationships with a diverse range of stakeholders.
- Strong planning and organisational skills.
- Excellent interpersonal and written communication skills.
Knowledge and skills (desirable)

- Experience in supervising or managing people to deliver a service.
- Experience working within a higher education or research context, and familiarity with the University’s research agenda.

**Other job-related information:**

May be required to work outside of hours on occasion.

Will be required to work in a flexible way across several operational teams.

This is a full-time position physically located on campus (Parkville).