Melbourne School of Population and Global Health
Faculty of Medicine, Dentistry and Health Sciences

Centre Manager

POSITION NO
0058391

CLASSIFICATION
UOM 9

SALARY
$134,320 - $139,749 (pro rata for part-time)

SUPERANNUATION
Employer contribution of 17%

WORKING HOURS
Full Time

BASIS OF EMPLOYMENT
Continuing

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
Kylie Gilmartin
Email kylie.gilmartin@unimelb.edu.au
Tel: 03 8344 8623

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 acknowledge the Elders, and descendants of the Wurundjeri people who have been and are the Custodians of these lands. We acknowledge that the land on which we meet was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The Melbourne School of Population and Global Health (MSPGH) is seeking an experienced and enthusiastic manager and senior professional staff leader for one of its five Centres. The Centre Manager (the Manager) is expected to be a highly effective, proactive and organised leader with a strong focus on client service, and someone seeking to work in a dynamic and expanding academic environment.

The Manager role is the most senior professional staff position within a Centre. The role has responsibility for its operational management and planning plus development and implementation of systems, policies, and procedures, as well as managing resources to ensure the Centre’s effective and efficient functioning. The Manager provides senior leadership to the Centre and select senior leadership functions across the School. They oversee the daily management of the Centre’s operations and assist the School Manager with contributions to the achievement of the School’s strategic and operational goals.

The Manager will lead, support and mentor teams of administrative staff to provide consolidated, high quality administrative support and advice in all aspects of Centre’s activities including planning, operational and research finance, research grant management and contracts, teaching and learning and human resource activities.

This position will need to understand, guide and contribute to both operational and strategic issues across the Centres academic programs. They will have a deep understanding of the School’s operational cycle including budgets, teaching and research activities. They will use this knowledge along with solid stakeholder relationships to triage and solve complex problems to maximise the performance of our Centres. The Manager is a member of the MSPGH Managers group and actively leads on School wide priorities, working with other managers to improve efficient and effective administrative operations. A broad operational and strategic outlook, flexibility and sound judgement will all be essential for this role to pivot between daily operational tasks and the delivery of longer-term projects.

In partnership with the Centre Director, Unit Heads and School Manager, the key purpose of this position is to develop and implement strategies across the key academic areas of research, teaching and learning and engagement, which enable success across the Centre and broader School. The Manager reports to the School Manager with accountability to the Centre Director and forms part of a larger network of professional staff within MSPGH and MDHS.

1. Selection Criteria

1.1 ESSENTIAL

▷ A postgraduate degree, or equivalent qualifications and/or experience in a similar role in a large and complex organisation.

▷ Excellent interpersonal and communication skills, with the ability to foster effective working relationships, lead, negotiate and influence senior staff.
Experience in leading and managing staff teams that support activities such as teaching and research, with a particular emphasis on research program administration.

Demonstrated experience in effective financial, human and physical resource management with accountability for the overall financial viability of the Centre. A key emphasis being on the financial management of research related activities including grant, contract and operating budgets.

Demonstrated ability to lead teams through change, be adaptive to changing priorities, accepting of new ideas and willing to meet new challenges.

High-level problem-solving skills with the ability to exercise judgement and initiative

Demonstrable expertise in project management and strategic and operational planning.

1.2 DESIRABLE

A sound knowledge of the tertiary education sector or similar complex business environment as it relates to goals, policy and procedures, systems and operations.

Experience in the standardisation and consolidation of administrative services and processes for a range of clients in order to maximise efficiency of operations.

2. Key Responsibilities

2.1 LEADERSHIP

Provide administrative leadership and resource management for the Centre

Undertake key school wide leadership in an agreed area of portfolio responsibility. Responsibilities (to be reviewed annually) may include oversight of teaching management and budgeting, research, space management and infrastructure and/ or priority developments and activities identified through the MSPGH Strategic Plan.

Build effective links with senior academic and professional staff within the School, Faculty and broader University to ensure effective and efficient service delivery and administrative support.

2.2 FINANCE, RESEARCH & RESOURCE MANAGEMENT

Responsibility for the overall financial management of the Centre in partnership with the Centre and Unit Directors.

Lead the development of accurate and timely budgets across the Centre and Units including the annual operating budget and regular forecasting.

Further develop and refine a sustainable funding model for the Centre and its Units, with a particular emphasis on the viability and efficiency of its administration.

In collaboration with the finance and research finance teams, provide budget information and advice to project leaders to ensure projects are monitored and administered efficiently and effectively and are compliant with funding regulations, contracts and University financial policy and procedures.

Preparation and analysis of financial reports for the Centre and its constituent Units.
Ensure financial management, proposals and transactions comply with University financial policies and procedures.

Day to day financial and contract management for Units within the Centre.

2.3 HUMAN RESOURCE MANAGEMENT

- Responsibility for the recruitment, training, career development and performance of Centre professional staff.
- Provide advice and assistance to Centre staff in areas of human resource management in conjunction with the faculty Human Resources business partner.
- Ensure the efficient processing of human resources activities within the Centre and adherence to University, Faculty and School human resources policies and procedures.

2.4 TEACHING AND LEARNING

- Oversee the administration of the Centre’s involvement in the School award teaching programs.
- Responsibility for overall management of short courses delivered by Centre, in partnership with the academic short course coordinators, including developing business plans for approval of new short course and teaching proposals.

2.5 STRATEGIC PLANNING AND POLICY DEVELOPMENT

- Play a leading role in the Centre’s strategic and business planning, including collection and analysis of information to develop key strategies and plans in the areas of research, teaching, research training and knowledge engagement.
- Ensure effective research administration and management including the provision of quality advice to academic staff based upon a sound understanding of legislation and University and School policies and procedures.
- Act as the interface between the Centre, School and Faculty administration and provide advice and other input into the planning and policy development for the School.
- Participate in key committees and working groups for the School, Faculty and Centre.

2.6 QUALITY ASSURANCE, COMPLIANCE & PROCESS IMPROVEMENT

- Ensure that the activities of the Centre and the School comply with relevant legislation, statutes, regulations and policy and where applicable with requirements of contracts, funding bodies and/or trust funds.
- Provide active input into the streamlining of administrative processes within the School and the University (as appropriate).
- Implement quality management strategies, systems and evaluate administrative services for the Centre and the School.
- Other tasks as directed by the School Manager, Centre Director or Head of School.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.
3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Centre Manager leads within a broad framework defined by the aims and objectives of the University, Faculty and School as well as the University’s compliance and statutory obligations. The position operates under the broad direction of the Director of the Centre/Institute and School Manager (with the formal reporting line to the School Manager).

The position exercises a high degree of delegated responsibility and autonomy. Considerable initiative, excellent negotiation skills and sound judgement are all essential attributes. The position calls for high level leadership and interpersonal skills and is responsible for the supervision of professional staff within the Centre.

3.2 PROBLEM SOLVING AND JUDGEMENT

High level initiative and management skills in planning and problem solving are required. The Centre Manager will identify and analyse alternative solutions to problems that may require modification of existing systems or recommendation of new policies or procedures. The execution of independent judgement is essential.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Essential attributes include quality business management and planning in a higher education context. The Centre Manager is an expert in relation to financial, business/research administration, and human resource matters and requires high level knowledge and understanding of organisational dynamics. The Manager requires high level conceptual, analytic, writing and presentation skills as well as excellent interpersonal attributes. Along with the Centre/Unit Directors the appointee will have accountability and responsibility for the budgeting and financial viability of the Centre in its entirety.

3.4 BREADTH OF THE POSITION

The Centre Manager acts across a range of strategic and operational issues and is responsible for the management of the administrative functions at both the Centre/Institute level and School wide responsibilities. The Manager must regularly manage tight deadlines and competing demands within the context of the broader University, Faculty, the MSPGH and individual research units.

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 **THE MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH**

www.mspgh.unimelb.edu.ai

The Melbourne School of Population and Global Health (MSPGH) is a respected leader in the field of public health education, research and knowledge exchange.

MSPGH was established in 2001 as the first school of its kind in Australia with a vision to make a difference in the population and public health sphere - building on the substantial assets of our University to advance public health in communities nationally and internationally - with a strong focus on Indigenous peoples.

Since its inception, the School has grown rapidly in size, scope and reputation and has consistently attracted leading academics and researchers who bring globally leading skills, insights and expertise. We continue to attract increasing levels of competitive funding from governments and from a range of renowned philanthropic organisations and individuals.

The quality of MSPGH research is confirmed by the Academic Ranking of World Universities within which the University of Melbourne maintains its place as the top-ranked Australian university. The ARWU Global Ranking of Academic Subjects 2023 placed the University 16th in the world for Public Health and first in Australia. Our researchers regularly have work published in prestigious titles including The Lancet, Nature, The New England Journal of Medicine and the JAMA. The School is strongly engaged internationally with key collaborations including the World Health Organization, Grand Challenges Canada, the Shanghai Centre for Disease Control, the Pasteur Institute and Department of
Health in Vietnam, the Public Health Foundation of India and the International Association for Suicide Prevention.

The School has almost 1,000 students enrolled in graduate programs. The flagship Master of Public Health degree forms the core of a strong teaching program alongside the Major in Public Health and Epidemiology in the Bachelor of Biomedicine and the Master of Biostatistics as well as other undergraduate teaching and a suite of specialist postgraduate coursework degrees across Epidemiology, Health Economics, Health Informatics, Climate Change and Health, Infectious Disease Epidemiology, Gerontology, and Sexual Health. These programs and the School’s extensive cohort of graduate research students make a substantial contribution to training the next generations of public health specialists and researchers nationally and internationally.

The School comprises five Centres, two Institutes, and one Lab that focus on key areas of population and global health that are relevant now and will have tangible impacts on the health of national and international communities into the future. These are:

- Centre for Epidemiology & Biostatistics.
- Centre for Health Equity
- Centre for Health Policy
- Centre for Mental Health and Community Wellbeing.
- Onemda Aboriginal and Torres Strait Islander Health & Wellbeing;
- Melbourne Disability Institute;
- Nossal Institute for Global Health and
- The Climate CATCH Lab

6.2 BUDGET DIVISION

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

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