The Wilin Centre for Indigenous Arts and Cultural Development
Faculty of Fine Arts and Music

Wilin Centre Coordinator

*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).*

**POSITION NO** 0016027

**CLASSIFICATION** PSC 7

**SALARY** $88,171 - $95,444 p.a. (pro rata)

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Part time (0.8 FTE)

**BASIS OF EMPLOYMENT** Continuing

**OTHER BENEFITS** [http://about.unimelb.edu.au/careers/working/benefits](http://about.unimelb.edu.au/careers/working/benefits)

**HOW TO APPLY** Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](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**
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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**

Reporting to the Manager, Academic Support and working under the direction of the Head of the Wilin Centre for Indigenous Arts and Cultural Development, the Wilin Centre Coordinator holds a key leadership role within the Wilin Centre at the Southbank Campus of the Faculty of Fine Arts and Music. The appointee has responsibility for operational systems and administrative support within the Wilin Centre. The Wilin Centre Coordinator will ensure that the Wilin Centre delivers high quality Indigenous-focused programs and events to students and staff helping to drive a cultural change agenda for the Faculty of Fine Arts and Music and the University of Melbourne more broadly.

The Wilin Centre Coordinator will oversee the delivery of the highest possible services standards and ensure that financial targets are met as determined by the Head of Centre.

The role leads, manages and coaches professional staff within the Wilin Centre to develop and maintain a cohesive and high performance team. The role provides strategic advice to the Head of Wilin in relation to innovative and efficient service delivery and to ensure that there is appropriate support for all programs delivered by The Wilin Centre. This role includes the leadership and implementation of change initiatives to meet Wilin’s strategic objectives.

The Wilin Centre Coordinator will also be part of the Academic Support Office Management Team which provides oversight to the many integrated functions of the ASO, as well as implementing strategic plans and ensuring innovative and efficient service delivery. It is incumbent on this role to develop, contribute to and maintain effective working relationships across the faculty and the University.

**1. Key Responsibilities**

Provide high-level support to the Head of Wilin by demonstrating motivated leadership to optimize the full potential of Wilin’s public programs and ensure the delivery of support to the Wilin’s academic staff and students in the delivery of teaching and learning programs.

**1.1 OPERATIONAL MANAGEMENT AND LEADERSHIP**

- In liaison with the Head of Wilin, plan, develop, review and manage operational processes and procedures to support the strategic objectives of the Wilin Centre and ensure quality delivery of its programs
- Lead, mentor and motivate professional staff and provide organizational support to academics
- In consultation with the Head of Wilin, set and monitor Key Performance Indicators for professional staff
- Coordinate and evaluate the development of strategies and activities that support the achievement of the Faculty’s Indigenous Student Plan and Indigenous Employment Plan
- As part of the Wilin Centre leadership team, support the development of new and existing partnerships and stakeholder relationships, including new income-generating initiatives for the Centre

**1.2 ADMINISTRATIVE RESPONSIBILITIES**

- Maintain and develop effective systems to ensure the efficient day-to-day operations of The Wilin Centre for Indigenous Arts and Cultural Development
- Represent Wilin on committees such as Open Day and O-week, ensuring the end-to-end coordination of these events for the Wilin Centre
Maintain communication with all staff and students associated with The Wilin Centre ensuring information regarding programs and events is distributed in a timely manner

1.3 TEACHING AND ACADEMIC SUPPORT (ACADEMIC SERVICES)

- Coordinate the compilation of Student Information Guides for dissemination in both hard & soft copies.
- Assist in proof of Aboriginality processes.
- Coordinate the Wilin Centre’s Grants and Bursaries programs ensuring the timely delivery of information to students and assisting with applications and other information where needed.
- Provide a point of contact and referral for staff and student support matters. This can be from/to a range of entities within the University.
- Provide factual advice to students in relation to Abstudy, ITAS and the Faculty’s policies and procedures where required. Matters beyond the scope of established policies and procedures should be referred to Stop 1.

1.4 FINANCE AND HR MANAGEMENT

- In consultation with the Head of Centre, monitor budget and expenditure for all Wilin programs and events.
- In consultation with the Head of Centre, establish budget systems for events and expenditure for the Wilin Centre.
- Manage/administer relevant Wilin processes for payment of casual staff and artists-in-residence.
- Ensure consistent financial processes for internal transactions, invoicing, coding, employee expense claims and petty cash are followed in consultation.
- Coordinate (end-to-end) the casual staff contracting process.
- Facilitate the induction of casual staff onto the Themis electronic payroll system.
- Support Human Resources and Finance staff with pay queries as required.
- Assist in the University induction process of new casual staff.

1.5 PROGRAMS AND EVENTS SUPPORT

Planning and Administration

- Coordinate the development of the Wilin’s programs/events schedule and budget.
- Coordinate and issue contracts to performing artists and casual staff.
- Coordinate invitation lists and supervise administration on RSVP procedures.
- Coordinate venue hire and ticketing arrangements.
- Liaise with the Facilities Officer regarding any queries in relation to technical/venue resources, organise receptions where these are held in association with programs and events.
- Disseminate programs/events information to staff, students and venues as required.
- Establish and maintain effective systems to ensure records are maintained in electronic and hard copy as appropriate.
Liaise with both internal and external communications teams to arrange promotional opportunities through the print and electronic media and prepare concert programs and material given as brochures.

Write reports as required documenting feedback on the program and any other related matters as required of the University.

**Event Management**

- Develop and manage production schedules for Wilin events including but not limited to O Week, Wilin Week, Wilin Intensives (including Breadth subjects), University of Melbourne Open Day and Wilin Celebrates.
- Attend Wilin events both on and off campus.
- Liaise with internal and external providers regarding performance requirements pre, post and during the event as required.
- Attend receptions where these are held in association with Wilin events and programs.

**Stakeholder Engagement**

- Liaise with sponsors, VIPs and affiliated organisations in relation to the public programs and events, including the coordination of invitations.
- Develop effective relationships with external stakeholders, including Indigenous artists and arts organisations.

**1.6 GENERAL**

- It is expected that the Wilin Centre Coordinator will undertake other duties, activities and responsibilities of a nature appropriate to the classification
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

**2. Selection Criteria**

**2.1 ESSENTIAL**

- Aboriginal or Torres Strait Islander and with a demonstrated knowledge of Victorian Aboriginal and Islander culture, organisations & communities
- Tertiary qualification with substantial relevant work experience including first-hand experience in arts-based administration.
- High level problem-solving skills with the ability to exercise judgement and initiative, and to work with tight resources and timeframes to produce a quality outcome
- Demonstrated management and administrative skills with the ability to plan, coordinate, document and carry out tasks and projects through to completion.
- Demonstrated ability to work with a high level of autonomy, as well as flexibility and agility as an integral part of a team in an environment with changing demands.
- Demonstrated skills in leading, mentoring and motivating staff and teams.
- Highly developed interpersonal, written and verbal communication skills, a proficient telephone manner and the ability to effectively provide information to a broad range of people.
The ability to act with discretion and an appreciation of the importance of confidentiality and cultural sensitivity

A high level of computer literacy with systems in database, spreadsheet, word processing, PowerPoint and email/calendar software.

Demonstrated commitment to providing excellent service to students and staff, external stakeholders and community groups.

Financial and HR knowledge i.e. accounts payable/receivable, purchase orders, contracting of staff and conditions of employment, experience in working to a budget, petty cash reconciliation.

2.2 DESIRABLE

Previous experience working with or demonstrated current knowledge of Indigenous arts organisations across Australia

Driver’s License

Previous experience within a University, and an understanding of standard procedures in this environment.

Demonstrated capacity to obtain external funding as part of a team

3. Special Requirements

At various times throughout the Academic year, the appointee will be required to work outside normal business hours (including occasional weekends) to ensure the activities associated with the Wilin Centre are delivered. For example, Open Day, Orientation week, Wilin Week, Wilin Intensives, Wilin Celebrates and other key events.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Wilin Centre Coordinator reports to the Manager, Academic Support and receives direction from the Head of the Wilin Centre.

The Wilin Centre Coordinator will have responsibility for undertaking work which necessitates a high level of initiative and independence and will be responsible for prioritising his/her own tasks and resolving problems independently as they relate to the day-to-day running of the activities that he/she is responsible for.

The incumbent will supervise or co-ordinate others to achieve objectives of programs they are managing. They will also represent the Faculty to a variety of stakeholders and be responsible for developing and managing these relationships.

Good communication and liaison with the Head of Wilin, academic and professional staff is required at all times in order to ensure the smooth operation of the Wilin Centre’s programs and events.
4.2 PROBLEM SOLVING AND JUDGEMENT

The Wilin Centre Coordinator is expected to provide factual advice to staff and students in relation to the Faculty’s policies and procedures concerning office administration as well as academic related policies and procedures.

The appointee is expected to demonstrate high-level problem solving skills, independence and initiative in finding solutions, as well as judgement about when to seek further advice.

Whilst some activities and functions will be based on clearly defined procedures and will operate within the set time frames, other functions will require initiative and a higher level of problem solving skills. This may involve stand-alone work or the coordination of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.

A high proportion of work at Wilin involves responding to deadlines. The appointee is expected to meet deadlines or notify the Head of Wilin ahead of time to renegotiate these where extenuating circumstances exist.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Wilin Centre Coordinator will need to develop a detailed knowledge of the programs/subjects offered by the Wilin Centre, University financial and HR systems (including software applications) as well as good operational knowledge of the Faculty of Fine Arts and Music and its operations across the Southbank campus. The Coordinator will work alongside other faculty teams, particularly External Relations, Infrastructure & Operations, and Research.

The incumbent will also require detailed knowledge of the operations and strategic goals of the Wilin Centre to enable them to provide strategic advice and ensure that the financial targets are met.

The incumbent will require comprehensive and up-to-date knowledge of relevant University policy and procedures.

4.4 RESOURCE MANAGEMENT

The incumbent is responsible for managing resources, including staff and budget, to ensure that high quality Indigenous-focused programs and events are delivered within financial targets.

The Wilin Centre Coordinator will also need to develop detailed knowledge of institutional resources available to support the Wilin Centre’s public programs. The appointee will maintain a current and thorough knowledge of Indigenous arts organisations across Australia and provide strategic advice to the Head of Wilin when developing new or extending existing programs.

4.5 BREADTH OF THE POSITION

This position covers a broad range of duties and responsibilities ranging from the routine to complex, requiring the appointee to liaise with a wide range of Indigenous and non-Indigenous people by telephone, e-mail, and in person. The diversity of the responsibilities demands flexibility, the ability to work autonomously and effective collegiality attributes.
The incumbent is required to build partnerships and nurture relationships with cross-sectoral networks that support effective and efficient positioning of the Wilin Centre.

5. **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 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.

6. **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.

7. **Other Information**

7.1 **THE WILIN CENTRE FOR INDIGENOUS ARTS AND CULTURAL DEVELOPMENT**


The Wilin Centre for Indigenous Arts and Cultural Development is located within the Faculty of Fine Arts and Music at the University of Melbourne. The Centre seeks to strengthen the cultural practice and awareness of Indigenous people through cultural development and a commitment to excellence in research, artistic practice and higher education.
The Wilin Centre currently offers a Graduate Certificate in Indigenous Arts Management that aims to provide applied education in the area of Indigenous Arts Management, and to facilitate empowerment and self-determination amongst Indigenous artists and community leaders seeking to manage, market and protect Indigenous product in local, national and international contexts.

7.2 FACULTY OF FINE ARTS AND MUSIC

7.3 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.

7.4 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

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more
substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia’s ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

- Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

7.5 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