Program Coordinator

POSITION NUMBER 0052202

PROFESSIONAL CLASSIFICATION UOM 6 - $92,749 - $100,397 per annum

STANDARD/SALARY

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full Time (1 FTE)

BASIS OF EMPLOYMENT Continuing

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 Maria Pelipas
Email: maria.pelipas@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.

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 functions relating to the University’s finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.
The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

**RESEARCH, INNOVATION AND COMMERCIALISATION**
Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

**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:

Reporting to the Melbourne Entrepreneurial Centre (MEC) TRAM AIR Program Manager, the Program Coordinator is responsible for the coordination and delivery of the Translating Research Acceleration Programs (TRAM) and other associated programs that form part of the Melbourne Entrepreneurial Centre.

As part of a small and yet high performing team, the Program Coordinator will be a ‘super operator’ who loves people, systems and is passionate about innovation & startups. They will bring a collaborative and collegiate style along with demonstrated problem solving skills.

They will have demonstrated ability to liaise with a diverse range of stakeholders. A high level of customer service and professionalism is required.

Reporting line: Research Acceleration Manager – TRAM AIR Manager

No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: $0

Key Dimensions and Responsibilities:

Task level: Moderate
Organisational knowledge: Moderate
Judgement: Moderate

Operational context: * Melbourne Entrepreneurial Centre (MEC)

MEC is passionate about enriching the culture of entrepreneurship within the University of Melbourne and creating the entrepreneurial leaders of the future.

Our aim is to offer students, alumni, academics, industry and the general public opportunities to engage with and move innovation forward to create real world impact.

Further information about MEC is available at https://www.unimelb.edu.au/mec/about

Melbourne Accelerator Program (MAP)

MAP is one of the flagship entrepreneurship programs at the University of Melbourne, and is part of a rapidly developing entrepreneurial ecosystem around the University which has achieved national and international recognition. The entrepreneurial experiences which are made available to students and alumni of the University through MAP have been recognised as an integral part of the Melbourne experience.

MAP supports the top startups on campus with funding grants, office space, mentoring and travel to other entrepreneurial ecosystems such as Sydney and Silicon Valley.

MAP sits within the Melbourne Entrepreneurial Centre, which is hosted by the Faculty of Business and Economics.

Further information about MAP is available at https://themap.co
Translating Research at Melbourne (TRAM)

Translating Research at Melbourne (TRAM) is Australia’s premier University-based research impact accelerator program. The role of TRAM is to help our research community understand entrepreneurship and support them in their journey to translate their research into impact outside the University.

The work of TRAM complements the RIC team (Research Innovation and Commercialisation) who focus on the very capital intensive/very long lead time deeply complex research projects while TRAM focuses on research that is more likely to be ‘venture ready’ and ‘investor ready’ in shorter time frames. The participants in TRAM range from PhD students nearing completion to some of the Universities most decorated research professors.

Since launching in 2016, TRAM has seen over 240 teams complete the program with many going onto commercial success.

TRAM runs a suite of four programs that enable researchers from the University of Melbourne and the Melbourne Biomedical Precinct to understand their target market, articulate the value of their research and create a viable path to impact, including commercialisation opportunities and getting to market.

TRAM sits within the Melbourne Entrepreneurial Centre, which is hosted by the Faculty of Business and Economics.

Further information about TRAM is available at https://tram.org.au

Melbourne InnovatED

Melbourne InnovatED is a program is aimed at helping students, staff and recent alumni develop education applications, and also supports the University wide Student Start Up competition.

Further information is available at https://www.unimelb.edu.au/mec/melbourne-innovated

Other Relationships

The Melbourne Entrepreneurial Centre also has a long standing and significant operational relationship with the Wade Institute for Entrepreneurship, located in the grounds of Ormond College, which is adjacent to the University of Melbourne. The Wade Institute houses the University’s Master of Entrepreneurship Program and also offers a range of programs that complement the activities of MEC.

MEC works closely with our colleagues at the Wade Institute on programs and events, including scheduling, cross promotion and delivery.

Further information is available here https://wadeinstitute.org.au/

Location

MEC is physically located across 3 floors at Melbourne Connect, a purpose-built facility that houses some of the University’s most entrepreneurial academics, particularly around the theme of “Digital Futures,” encompassing emerging technologies such as artificial intelligence, robotics, computer-science, cybersecurity and privacy.

A number of innovation and entrepreneurial focused private companies who are University partners have taken up tenancies at Melbourne Connect, with access to the entrepreneurs in MEC as one of the key attractions.

Melbourne Connect will shortly open up a 2200 square metre co working space that will be open to the tenants from the entrepreneurial community outside the university and exhibitions at the Science gallery.
and the use of Melbourne Connect as a major Hub for Melbourne Knowledge Week and Innovation Week have already made the precinct a centrepiece for the city’s entrepreneurial community.

Further Information is available here [https://melbconnect.com.au/](https://melbconnect.com.au/)

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/](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:**

**PROGRAM COORDINATION**

- Work with the Program Managers to deliver TRAM programs in line with MEC strategy and organisational objectives.
- Support a successful, high-quality experience for participants across all TRAM programs and activities.
- Contribute to the ongoing development and utilisation of quality TRAM processes and systems for scale, ensuring efficiency and effectiveness.
- Collaborate with other team members to identify and implement improvements to all TRAM/MEC programs.

**PROGRAM DELIVERY AND OPERATIONS**

- Support the delivery of TRAM program-related activities (such as but not limited to recruitment, scheduled programming and follow up events) training and development for all the participating teams.
- Enable the day-to-day operations of TRAM programs and other TRAM activities, including administrative support, managing databases, collation and distribution of reports, papers and collateral, booking venues and catering as needed.
- Manage program participant communications and platforms (e.g. Slack, emails).
- Support the collection, collation and analysis of program metrics and alumni outcomes that support operational improvement and stakeholder engagement. Assist TRAM Program managers in tracking the progress of the startups and teams in all the programs.
- Assist TRAM Program managers in collaborating with MEC Marketing and Communications team to drive awareness of TRAM programs.
STAKEHOLDER ENGAGEMENT AND RELATIONSHIP BUILDING

- Support and promote MEC & TRAM program participants and alumni through relevant internal/external forums and networks.
- Assist in creating and supporting the community of all participants and graduates of TRAM programs.
- Champion MEC and TRAM and promote the vision, mission and strategy to key internal and external stakeholders.
- Participate as needed in collaboration among MEC and TRAM entrepreneurial activities across the University in order to support the creation of an enterprise-wide entrepreneurial ecosystem.
- Maintain effective working relationships with key stakeholders across the wider University and the ecosystem.
- Lead by example in driving an organisational culture focused on excellence.

Selection Criteria:

ESSENTIAL

- A degree; or experience in an administrative field; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated operational planning, implementation and organisational skills with the ability to quickly adapt in a rapidly evolving, external competitive environment.
- Demonstrated ability to work independently and collaboratively in a complex environment.
- High level written and oral communication skills with the proven ability to prepare high quality documentation with a high level of attention to detail, and the capacity and confidence to deal with a wide range of internal and external stakeholders.
- Demonstrated skills in time management, setting priorities, and planning and organising own work in a multi-faceted role in order to meet deadlines.
- Demonstrated problem solving skills with the ability to deliver creative solutions.
- High level of proficiency in the use of standard application software such as Microsoft Office Suite.

DESIРABLE

- Demonstrated understanding of the University environment and or Startup Ecosystem.
- Experience in using Slack, Zoom.

Other job-related information:
Occasional work out of ordinary hours is required to assist with program events delivery such as annual Program Showcase.