Finance
Chief Operating Officer Portfolio

Strategic Lead, Estate Initiatives

POSITION NO 0053762
CLASSIFICATION UOM 9
SALARY UOM 9 - $126,004 - $131,097 per annum (pro rata for part-time)
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full time (1 FTE)
BASIS OF EMPLOYMENT Ongoing
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 Daniel Baird
Email Daniel.baird@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
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 2030, at: https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio is responsible for the University’s budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University’s business. 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

CHIEF FINANCIAL OFFICER

The CFO Group’s core objective is to advance University strategy through financial leadership and innovation, strategic sourcing and contracting.

Reporting to the Chief Financial Officer, the Finance team is comprised of six sub-portfolios including:

- Accounting & Budgeting
- Commercial Services
- Corporate Finance & Property
- Finance & Operations
- Financial Services
- Strategic Financial Initiatives

CORPORATE FINANCE AND PROPERTY
The Corporate Finance and Property (CFP) team under the leadership of the Director, Corporate Finance & Property is responsible for ensuring that the University's property, infrastructure and financial assets/liabilities enable strategy & provide a meaningful competitive advantage. The CFP team’s key activities include strategy, planning and performance of the University’s estate, investment in and development of real property, capital planning and associated investment processes, enterprise (project) portfolio management monitoring and reporting, oversight of financial investment portfolios, treasury and financial risk management, debt and commercial arrangement advisory and execution.

The Estate Planning and Development Team is responsible for the development, design, implementation and oversight of the University’s integrated Estate Strategy. The Estate Strategy is the University’s enabling plan that guides the management of the University’s $5.4b property portfolio including all real property transactions, development and operations. The team focuses on ensuring that the University’s property assets and estate (current and future) meet the long and short-term business needs of the University, supporting the core objectives of research, teaching and learning and student experience, and industry and community engagement.

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 Advancing Melbourne.

This position plays a key consultancy role within the Corporate Finance & Property team and across the University encouraging the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of the organisations’ resources.

ABOUT THE ROLE

Position Purpose:

The Strategic Lead, Estate Initiatives is a multifaceted role with responsibilities for developing and leading key initiatives that analyse and evaluate current systems and to develop solutions to organisational problems that ensure more efficient organisation and improved client experience.

In this role, you will be responsible for the early assessment of initiatives to identify the core business needs and provide recommendations for ongoing enhancements to support a broader effort to develop, improve and embed improved practice across the property portfolio.
This role contributes to solving the University's Estate-related challenges. Blending strategic thinking with hands-on practicality the strategic lead will manage a complex program of activities and workstreams, as well as supporting effective reporting and governance for key projects and initiatives.

The role may at times be required to supervise project staff and work flexibly with the support of a broader Corporate Finance and Property team and in collaboration with other University divisions and/or external vendors to draw on subject matter expertise.

Reporting line: Portfolio Director, Estate Planning and Performance

No. of direct reports: 0

No. of indirect reports: 1 to 5

Direct budget accountability: n/a

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Significant Judgement: Significant

Operational context: The incumbent deals with a range of internal and external stakeholders in relation to estate and property functions related to a program of projects and initiatives.

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 Portfolio Director, Estate Planning and Performance and the Director, Corporate Finance and Property, the Strategic Lead, Estate Initiatives will develop and lead key initiatives that analyse and evaluate current systems and to develop solutions to organisational problems that ensure more efficient organisation and performance of the University's property portfolio performance, estate strategy and improved client experience. This will include:

- Planning, reporting and analysis
  
  Will be responsible for and contribute to preparing and recommending proposals to revise methods and procedures, redefine property functions to resolve organisational problems or take advantage of new opportunities. Including but not limited to preparing strategic documents and providing advice related to Estate planning and Performance, and property portfolio business needs as required.

- Policy development
  
  Will facilitate development of property and/or estate policies and standards, monitor implementation and ensure application and adherence within operations and delivery areas

- Project management
  
  Developing and implementing approved recommendations and transition to operations
including preparation of necessary supporting documentation. This will include leading complex work programs and multidisciplinary teams in a matrix operating structure, including, where necessary, management of outsourced and/or consultant resource

- Stakeholder engagement and partnerships
  Advising and supporting clients towards more efficient practice. This role will work collaboratively with colleagues across the University, ensuring a collaborative culture and fostering strong engagement and buy-in

- Estate and property performance improvements
  Specially focus on engaging internally and externally on initiatives that improve the optimisation of estate performance, including best practices for private sector and leading Higher Education institutions. This will include including establishment of a coherent set of Estate Performance Metrics to reflect information on Condition, Efficiency and Functionality

**SELECTION CRITERIA:**

**Education/Qualifications**

1. A relevant post-graduate qualification particularly in project management or leadership and or an equivalent mix of education and significant relevant experience

**Knowledge and skills:**

2. Highly developed written and verbal communication
3. Highly developed research, interpretation and critical analysis
4. Demonstrated ability to successfully coordinate, advocate and negotiate
5. Ability to establish and maintain strong and broad stakeholder relationships
6. Demonstrated ability to apply environmental context, data and/or policy settings
7. Proven record of successful collaboration, and results, on interdisciplinary projects
8. Conduct situational and data analysis to identify and understand a problem or issue

**Desirable:**

9. Knowledge and understanding of Higher Education strategy and operational context, particularly as it relates to major projects and property
10. Experience in project management

**Other job-related information:**

11. Occasional work out of ordinary hours and travel required.