



## POSITION DESCRIPTION

Policy & Projects  
Chancellery

### Activations Officer – New Student Precinct Project

<b>POSITION NO</b>	0045032
<b>CLASSIFICATION</b>	PSC 7
<b>SALARY</b>	\$88,171 – \$95,444 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Part time 0.8 FTE
<b>BASIS OF EMPLOYMENT</b>	Fixed-term position available for 12 months
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Amelia Scurry Tel +61 3 9035 3459 Email <a href="mailto:alscurry@unimelb.edu.au">alscurry@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

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 Project Director, Major Projects, the Activations Officer will coordinate the implementation of project activities and will manage the day-to-day administration, logistics and liaison for the development of the New Student Precinct Project (NSP) Activations program of work.

The New Student Precinct will make a significant contribution to the transformation of the on-campus student experience at Parkville by delivering a world-class student hub for the whole campus community. It is envisaged to be a vibrant centre of activity that will co-locate student services and activities closer to the new heart of the campus, and to primary transport links.

Co-creation will be the cornerstone of this initiative, with our students partnering with the University as active contributors and decision-makers. Works will commence on site in January 2018 with completion scheduled for 2021–2022. For further information visit the NSP website via the following link: <http://students.unimelb.edu.au/student-precinct/home>

The role will report to the Project Director, with day-to-day management by the Manager Communications and Engagement.

The Activations Officer will support the successful initiation, development, implementation and day-to-day programming for the NSP program of activations with responsibilities including:

- ▶ Developing documentation or its elements in relation to the Project's program of Activations including: activation plans, grants; business cases; feasibility studies; strategic briefings; communications materials; budgets and acquittals; and meeting minutes.
- ▶ Processing and managing finances and contracts, including performing risk assessments of fee proposals and contacts.
- ▶ Updating project related systems, including but not limited to, Aconex and EPMS.
- ▶ Carrying out research into areas required by the Project, such as Learning & Teaching, student related infrastructure, and writing both qualitative (briefings and plans), and quantitative (e.g. space requirements, cost estimates) reports regarding these areas.
- ▶ Assisting in the facilitation of co-creation and activation related events, workshops and engagements.
- ▶ Liaising with University staff including but not limited to; Major Projects, Property and Sustainability, University Services, UMSU, GSA, Murrup Barak, and staff from key faculties (Melbourne School of Engineering, Architecture Planning and Building etc.) and external contractors (architects, engineers, etc.) to source information required to support the delivery of the NSP's program of Activations.

The Activations Officer will demonstrate expertise in determining the activations that are appropriate for various communities and cohorts, and in successfully coordinating the implementation of those activations.

### ***1. Key Responsibilities***

- ▶ Assisting the Senior leadership, the Manager Communications and Engagement and Project Leads, Student Precinct Projects, Major Projects in the delivery of the NSP.
- ▶ Developing documentation or its elements in relation to the Project's program of Activations including: activation plans, grants; business cases; feasibility studies; strategic briefings; communications materials; budgets and acquittals; and meeting minutes.
- ▶ Processing and managing finances and contracts, including performing risk assessments of fee proposals and contacts.

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- ▶ Assisting in the facilitation of co-creation and activation related events, workshops and engagements.
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- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ Tertiary qualifications in a relevant discipline or an equivalent mix of education and relevant experience
- ▶ Demonstrated ability to draft reports and funding submissions, or to provide similar support in a project environment
- ▶ Demonstrated experience managing small projects from ideation to delivery, including but not limited to projects involving place-based activation and/or transformation
- ▶ Well-developed computer skills including Microsoft Word, Excel and PowerPoint and the ability to learn new software
- ▶ Strong interpersonal skills with the ability to work collaboratively and effectively with a diverse range of stakeholders, other University work units and external organisations.
- ▶ Well-developed planning, organisation and scheduling skills, demonstrated initiative and the ability to deliver designated outputs to tight timelines
- ▶ Demonstrated experience working in a Research or Learning and Teaching setting.
- ▶ Demonstrated ability to work effectively as a team member and independently, with minimal supervision
- ▶ Demonstrated ability to accurately and reliably follow through tasks to completion, on time.

### **2.2 DESIRABLE**

- ▶ Experience implementing place-based initiatives in a University environment
- ▶ Understanding of the University of Melbourne student experience context.

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

Under broad direction from the Portfolio Director and the Project Lead, Student Experience, and with direct oversight by the Manager Communications and Engagement,

the Major Projects team is responsible for the NSP. The incumbent operates as an Activations Officer with responsibility to assist with the initiation, development, implementation and day-to-day programming of the NSP program of activations.

The position is required to show initiative and operate with a level of independence under the broad direction of the Manager Communications and Engagement and/or Project Leads.

The Activations Officer is required to anticipate project requirements, understand risk and present potential solutions to project challenges as well as effectively monitor individual activation project budgets once approved.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Activations Officer is required to exercise judgment in the responsibilities assigned to them. The incumbent is expected to manage the provision of project support services to meet deadlines.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent will be expected to have good professional knowledge of the operating environment and governance structure, particularly in relation to the interface between Chancellery, University Services and the Academic Divisions. The Incumbent is expected to have knowledge of Research and Teaching and Learning strategies and objectives of the University.

### **3.4 RESOURCE MANAGEMENT**

The role will have knowledge of budget and timeline management for small project components, and understand the interface between small projects and sub-projects and the overall NSP program. They will also provide advice to the Project Team, on resourcing requirements for implementation of activation initiatives and projects.

### **3.5 BREADTH OF THE POSITION**

Major Projects impact at the University-wide level in terms of provision of infrastructure, services and policies.

It is essential that the Activations Officer has the conceptual, analytical and people skills to operate across this breadth of scope. In particular, this will involve being able to deliver services from the multiple perspectives of the 'customer', the provider, the project and the overall University.

## ***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 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.

## 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:

<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.

## 6. Other Information

### 6.1 ORGANISATION UNIT

This position is part of the Major Projects team within the Policy & Projects portfolio.

The Policy & Projects portfolio includes five teams:

- **University Governance:** Provides expert advice and governance support to the University Council and its subcommittees and the University Executive. University Governance also oversees the University's regulatory framework, and works in close partnership with the Academic Board Secretariat.
- **Academic Board Secretariat:** The Secretariat provides expert advice and governance support for the Academic Board, which is a committee of Council established under the University of Melbourne Act with delegated oversight of academic policy and quality.
- **Strategy, Planning and Performance:** Oversees the development of the University strategic plans and enabling plans, and their integration and implementation through the academic and business planning framework. SPP also is responsible for monitoring and reporting on performance, including institutional rankings and international benchmarking, and undertaking institutional research and business analysis.
- **Major Projects:** Oversees the development of business cases for significant University projects aligned with strategy and key partnerships, and works in partnership with University Services and academic divisions to support and monitor their progress.

- **Policy and Government Relations:** Provides analysis and insight regarding public policy related to the work of the University, develops and advocates policy positions and coordinates and supports the University's relationships with Government.

## 6.2 New Student Precinct Project

The New Student Precinct will make a significant contribution to the transformation of the on-campus student experience at Parkville by delivering a world-class student hub for the whole campus community. It will be a vibrant centre of activity that will co-locate student services and activities closer to the new heart of the campus, and to primary transport links.

Co-creation will be the cornerstone of this initiative, with our students partnering with the University as active contributors and decision-makers.

Works will commence on site in January 2018 with completion scheduled for 2021–2022.

### Key projects

The NSP consists of a number of sub-projects. In the north is the redevelopment of the Alice Hoy into the new home for UMSU and the Arts and Cultural Facilities, in the centre of the Precinct the Frank Tate building will become a new hub for food and retail surrounded by a significant landscape redevelopment that will deal with the complex site grade changes. To the west the Doug McDonnell building and the ERC will be redeveloped into a library and informal study space hub. The 1888 building will receive a refurbishment and will remain as the home of the GSA. Murrup Barak will be relocated into Building 170 which will also receive a significant refurbishment and upgrade. The Precinct will also require comprehensive digital and wayfinding strategies to be developed and implemented to ensure that it highly legible for users and efficient.

The Project will be delivered in several construction stages which will pose different disruptions to the Parkville campus. A program of activations has therefore been initiated to help maintain a positive campus experience for students, staff and visitors to the campus.

### Partnerships and philanthropy

The NSP will create a critical mass of student activity and will enhance the University's ability to showcase arts and cultural programming opportunities with our industry partners. There may also be opportunities to harness philanthropic support for some of its development and programming.

### University Strategies

As the project will be the first precinct wide development of its kind, the Project Team may need to work with the Property and Sustainability portfolio to fast track and/ or to test and pilot the development of campus-wide strategies to support the delivery of the NSP. This may include supporting campus wide activations

## 6.2 BUDGET DIVISION

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- ▶ delivering strategic leadership
- ▶ allocating capital according to strategic priorities

- ▶ developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ▶ ensuring identity or brand is consistent with strategic intent and purpose, and
- ▶ overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

### 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 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.

## 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 <http://www.unimelb.edu.au/governance>