Asialink
Global, Culture and Engagement

Senior Associate, Advisory & Insights, Asialink Business

POSITION NO 0057354

CLASSIFICATION UOM 7

SALARY $102,338 - $110,780 per annum

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full-time

BASIS OF EMPLOYMENT Fixed-term position (two year term)

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 Email queries can be sent to:
Asialink-business@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.

Position Summary

Asialink Business is the National Centre for Asia Capability, established with a mandate from the Australian Government to create an Asia-capable workforce. Asialink Business is part of Asialink, a non-academic department of the University of Melbourne.

As a Senior Associate you will work in small project teams to deliver projects focused on doing business in Asia for corporate and government clients, and develop public reports. For larger projects, you will support a project manager/director on end-to-end delivery, including planning and scoping of projects with clients, and developing client deliverables. You will also be responsible for managing smaller projects with oversight from team leadership.

1. Key Responsibilities

- Support delivery of projects for business and government clients, including project planning, stakeholder management, conducting interviews, research and analysis, forming recommendations, and report writing
- Support development of impactful and innovative public reports and information products
- Lead work streams on larger engagements and project manage smaller engagements
- Support business development activities, including the management and development of proposal materials and supporting research
- Support internal continuous improvement, for example: innovation and process improvement, mentoring junior staff, and design and delivery of internal learning and development programs
- Support broader organisational priorities, including but not limited to learning and development, public events, technology innovation and other initiatives.
2. Selection Criteria

2.1 ESSENTIAL
- A degree in business (e.g. commerce, economics), Asian studies, public policy, or other relevant qualification
- Experience in advisory or commercial roles or a government role focused on trade and investment
- Proven ability to apply structured problem solving techniques
- Excellent interpersonal skills especially in interacting with business, government, and academic stakeholders for the purposes of delivering client and research outcomes
- Experience supporting delivery on larger projects, including conducting interviews, research and analysis, forming recommendations, stakeholder engagement and drafting and editing deliverables, and independently managing smaller projects
- Ability to work with limited direction to initiate, set priorities and deliver several projects simultaneously
- Highly proficient operation of standard office IT systems and applications including MS Word, Excel, PowerPoint, and willing to learn new applications

2.2 DESIRABLE
- Experience with, or exposure, to doing business in Asia and an interest in Asian business, political and cultural issues
- Strong quantitative analysis skills and the ability to interpret complex data for non-technical audiences

2.3 OTHER JOB-RELATED INFORMATION
- Occasional work out of ordinary hours and domestic and international travel may be required.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE
Working under the direction of team leadership, the role will have varying levels of supervision depending on the task and other priorities.

The successful applicant will be required to work independently with little supervision at times, setting priorities and resolving issues without the need for frequent oversight.

3.2 PROBLEM SOLVING AND JUDGEMENT
This position requires diverse problem-solving skills and good judgement. An ability to exercise independent judgment to adopt or modify methods to meet variations in assigned objectives is also a requirement. Robust research requires an ability to engage with a variety of sources and determine the best way to present them.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE
The role requires an understanding of the major stakeholders for Asialink Business and Australia-Asia business relations in general.
3.4 PROJECT MANAGEMENT
Senior Associates are expected to project manage small to medium-size projects and proposals under the direction of a Project Manager or Director. Project management includes activities such as project planning, managing deadlines, stakeholder engagement, margin tracking, and internal reporting.

3.5 BREADTH OF THE POSITION
The outcomes of this position impact on the status and reputation of Asialink and the University of Melbourne within both the wider university community and external environment.

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 ORGANISATION UNIT

Asialink Business is a key program area of Asialink, Australia's premier body promoting Australia-Asia engagement. Asialink Business was established with a mandate from the Australian Government to help create an Asia capable workforce in Australia and works closely with the other program areas of Arts, Diplomacy, and Education under the Asialink Group.
banner. Asialink is a partnership between the University of Melbourne and the Myer Foundation and operates under the portfolio of Chancellery International.

6.2 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

6.3 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.

6.4 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