Research Administrator

POSITION NO 0003818
CLASSIFICATION UoM 5
SALARY $76,886 - $88,312 per annum
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full time (1.0 FTE)
BASIS OF EMPLOYMENT 1 Year Secondment/Fixed-term position available for 12 months
OTHER BENEFITS http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
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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
Position Summary

Melbourne Law School (MLS) supports a wide range of research including a number of Research Centres, Institutes, Networks and Programs specialising in a wide variety of legal fields.

Under the direction of the Manager, Research Impact and Support in the Research & Industry unit, the Research Administrator is responsible for the provision of high-quality support for a range of MLS research engagement and impact activities. The position is responsible for making a significant contribution to the effective and professional operation of the School's research strategies, programs and activities, including support for MLS Research Centres, Institutes, and Networks and the Graduate Research Degree program.

The Research Administrator undertakes a range of tasks including stakeholder engagement, project work, the maintenance of information databases, financial management as well as providing general research administrative support.

The incumbent will manage competing demands, prioritise tasks effectively, ensure attention to detail, be self-directed in managing work assignments and be adept in dealing professionally with a range of stakeholders, offering them a high level of client service.

The Research Administrator will develop and maintain effective working relationships with colleagues in the Law School, MLS Events team, Shared Services, Chancellery, other Academic Divisions, visitors and stakeholders to ensure high quality and timely service delivery.

The incumbent is expected to work in a flexible and changing environment and operational requirements may require the incumbent to perform tasks of a commensurate level in the Research & Industry unit and other units of the Law School.

1. Key Responsibilities

1.1 RESEARCH ADMINISTRATION

- Organise and support conferences, seminars, workshops and other events both online and in-person including ensuring appropriate planning, budgeting, catering, venue management, security and function support;
- Preparation of a range of documents including reports, briefing papers and other publications including promotional materials and mail outs;
- At the direction of the Manager, Research Impact and Support, provide administrative support to a range of academic staff by arranging meetings, travel arrangements, preparing agendas, papers, general correspondence and taking minutes, as required;
- Respond to telephone and email inquiries in relation to research activities, research policies, programs, events and the graduate research degree program;
- Process invoices, undertake credit card reconciliations, produce event budgets, proposals and acquittal summaries, as required;
- Oversee the engagement and employment of visitors including the completion of relevant paperwork, organisation of appropriate facilities;
- Ensure the appropriate administration of filing in the relevant records management system to ensure the effective retrieval of information;
- Maintain effective and collaborative relationships with University’s Shared Services, Chancellery and other Academic Divisions.
1.2 OTHER

- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.
- The incumbent is expected to work in a flexible and changing environment and operational requirements may require the incumbent to perform tasks of a commensurate level in the Research & Industry unit and other units of the Law School.
- Holiday leave may be limited during peak times, particularly those periods leading up to major external deadlines.
- A flexible approach to working hours may be necessary on some occasions to accommodate some events held outside normal working hours.

2. Selection Criteria

2.1 ESSENTIAL

- Completion of a relevant tertiary qualification in an appropriate field or an equivalent combination of relevant experience and/or education/training;
- Previous experience in event management or other evidence of the ability to manage frequent small-scale activities and occasional large events within a budget;
- Excellent organisational, attention to detail and project management skills to ensure the effective prioritisation, management and completion of research engagement activities or projects and work within agreed deadlines;
- Excellent written and verbal communication skills including the ability to communicate effectively and appropriately with a range of people and to build positive working relationships;
- Ability to work in a complex research environment with a number of competing priorities;
- Demonstrated ability to work independently with minimal supervision using initiative to anticipate work requirements and to resolve issues;
- Demonstrated ability to work both autonomously and collaboratively as an effective member of a team.
- Excellent interpersonal skills with a strong client-oriented focus and a proven ability to collaborate with University and Law School colleagues to achieve Law School and Research & Industry objectives;
- Strong financial management skills to ensure budget and all financial transactions are accurate and up-to-date;
- Advanced Microsoft Office skills including Outlook, Word and Excel, database management skills and the ability to learn new applications.

2.2 DESIRABLE

- Previous administrative experience in a tertiary education environment or similar educational institution;
- Experience with editing and formatting material for research engagement activities.
Experience with engagement management systems such as LiveWhale Events Calendar, Zoom, Eventbrite or similar;

Familiarity with University administrative systems, such as Themis, UniTravel and database systems such as Campaign Monitor, OneCRM; and Adobe Creative Suite (ie Photoshop).

3. 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 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 deserve to service for excellence and reach the targets of Advancing Melbourne.

4. 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/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 Melbourne Law School

Melbourne Law School is Australia’s first all-graduate law faculty. The Melbourne Law School was the first faculty in Australia to teach law, and awarded this country’s first law degrees. The Law School has now committed itself to build on our more than 150 year history of excellence and innovation by shifting from undergraduate legal education to the global standard, graduate level Juris Doctor degree. Coupled with the unrivalled excellence
of the Melbourne Law Masters and its internationally renowned Research Higher Degree programs, the Law School offers a unique opportunity for the integration of scholarship and teaching.

Its faculty is a vibrant community of creative scholars, committed to a highly collegial, research-intensive institutional life. The Law School has particular strengths in cross-disciplinary and comparative analysis. It aims to integrate teaching with research and engagement activities and to engage with local, national and global communities.

The Law School is a single department faculty located in a custom designed building in University Square. The Law School has approximately 2,200 graduate students (including JD, Melbourne Law Masters and Research High Degrees).

5.2 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.

5.3 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 2030 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.

5.4 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 http://www.unimelb.edu.au/governance