Melbourne Graduate School of Education
Assessment Research Centre

Program Coordinator

POSITION NO 0045783
CLASSIFICATION PSC 6
SALARY $79,910 - $86,499 (pro rata for part-time)
SUPERANNUATION Employer contribution of 9.5%
WORKING HOURS Full time (1.0 FTE)
BASIS OF EMPLOYMENT Fixed term position 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 Opportunities’ or ‘Jobs available to current 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

The Program Coordinator will be responsible for overall coordination, project management and support for a large scale, international program. The incumbent will be required to work collaboratively with internal and external stakeholders to ensure the smooth delivery of the program. The Program Coordinator is required to be highly responsive and flexible in dealing with stakeholders and clients. They will be expected to undertake program management activities and complete tasks with a high level of attention to detail. They will need to problem solve, exercise judgement, set priorities and schedule work to meet deadlines.

The position is situated within the Assessment Research Centre. The Centre was established in 1989 and has developed a strong research culture and international reputation for its work in educational assessment research, development, implementation and teaching. The Centre’s mission is to improve assessment, reporting, credentialing and warranting of learning through original research, consulting, publication, development, teaching, training and commercialisation.

The Program Coordinator will work on an international program being undertaken in the Kingdom of Saudi Arabia. The University is delivering a program which contains multiple components or sub-projects including training programs, supply of software and consulting. The program has commenced in 2018 for an initial one-year period, with the possibility of an extension. The role may involve some overflow work from other Centre projects from time to time.

1. Key Responsibilities

   - Coordinate project contracts and liaise with the program team, partners, client, subcontractors and suppliers as necessary
   - Monitor program deliverables and work with the team to ensure deliverables are on time and of a high-standard
   - Carry out financial transactions, including invoicing and reimbursements
   - Support day-to-day operational, logistical and administrative requirements of the program, including training programs carried out in Melbourne and in the Kingdom of Saudi Arabia
   - Enhance communication flows, create and maintain positive stakeholder relationships, including with the program team, the client and other academic and professional staff
   - Arrange regular program meetings and governance committees, including taking minutes and following up on action items
   - Arrange travel and visa requirements for team members
   - Maintain the project risk register and work with program leadership and team to mitigate risks
   - Maintain accurate program records
   - Coordinate and prepare sections of program reports and proposals
2. Selection Criteria

2.1 ESSENTIAL

- Tertiary qualifications in a relevant discipline and/or equivalent mix of education and relevant experience in project/program management and administration
- High level written and verbal communication and ability to effectively communicate with a range of stakeholders, including in different cultural contexts
- Previous experience in project management, project support or administration
- Previous experience interpreting and providing advice in accordance with organisational policies and procedures
- Demonstrated ability to work independently as well as an effective team member in a fast-paced environment, including the capacity to develop and maintain positive and productive working relationships
- Demonstrated capacity to solve problems and maintain a 'solutions-focused' attitude
- Demonstrated commitment to providing a high level of service and support to clients, team members and other stakeholders
- Demonstrated ability to be adaptive and flexible to meet changing work priorities
- Well-developed organisational and time-management skills including high level of attention to detail while carrying out administrative duties
- High-level proficiency in the use of standard application software, such as the Microsoft Office suite, videoconferencing, and ability to learn how to use a variety of software tools for project management

2.2 DESIRABLE

- Previous experience using University of Melbourne enterprise information systems including Themis, UniTravel, Process IT
- Knowledge or experience of project management and support in a university or international setting
- Proficiency in Arabic would be an advantage

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Program Coordinator will operate under the broad direction of the Project Manager of the Assessment Research Centre to coordinate programs in liaison with program leadership and other academic and professional staff.

3.2 PROBLEM SOLVING AND JUDGEMENT

High level problem solving and judgement skills are required for this position. The Program Coordinator will be required to perform a range of tasks of varying complexity
and will be involved in problem-solving and decision-making on both a long-term and day-to-day basis. The incumbent will be expected to resolve problems using judgement, common sense and a broad interpretation of existing policies.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Program Coordinator will be expected to develop a positive working relationship with the program team, stakeholders and client. They will need to develop an understanding of the procedures, systems and policies of the University and Melbourne Graduate School of Education in so far as they impact projects and programs in the Assessment Research Centre.

The Program Coordinator will require a high level of competency in the use of various computing packages such as MS Office and some statistical packages. The appointee will be expected to access and use relevant University financial, administrative and human resources systems.

3.4 RESOURCE MANAGEMENT

Competence in managing resources allocated for program activities is necessary, including monitoring of funds used and planning of future expenditure.

3.5 BREADTH OF THE POSITION

The Program Coordinator is responsible for the management of a range of activities at both University and community level. The position has responsibility for complex tasks and the development of initiatives to support the program.

The Program Coordinator will be expected to build strong professional networks with counterparts within the project teams and with relevant professional staff across the University. The capacity to work with a range of people at different levels within the University, and external to the University, in different cultural contexts, is vital.

Flexibility with working hours will sometimes be required. Travel is not expected as part of this position but may be occasionally required.

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

Assessment Research Centre – www.education.unimelb.edu.au/ARC

The Assessment Research Centre focuses on improving assessment and reporting through a four-step process of research, publication, development and training. These provide the framework for strategic planning by the Centre and guide the Centre’s core business as well as its link to the University’s mission.

Research that leads to change, strategically affects change, or sets up the basis for change and improvement in assessment, forms the focus of the Centre’s work. International transfer of the research output is regarded as the test of its theoretical strength.

6.2 BUDGET DIVISION

Our Vision:
A society in which education enables full and equitable participation.

Our Mission
Through effective collaborations, we will deliver:

- relevant, high quality, high impact research
- research-informed, clinical teacher education that develops graduates with the capacity to inspire and improve individual learning outcomes
- outstanding quality postgraduate studies for professionals.

The Melbourne Graduate School of Education (MGSE) has been ranked number one in Australia and top five in the world in the discipline of education in the QS World Rankings by Subject 2017.
MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne’s Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching, and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: www.education.unimelb.edu.au

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