

POSITION DESCRIPTION



THE MABO CENTRE
FACULTY OF BUSINESS AND ECONOMICS

CENTRE COORDINATOR

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| POSITION NO | 0064213 |
| CLASSIFICATION | UOM 7 |
| SALARY | \$106,432 - \$115,211 (pro rata for part-time) |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Full-time |
| BASIS OF EMPLOYMENT | Fixed term for 6 months |
| 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 | Wynand Bezuidenhout – Director Strategy, Planning and Resources Email wynand.bezuidenhout@unimelb.edu.au <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

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

Our vision:

The Vision for the Centre is to translate Native Title agreements, focussing on agreement-making on native title lands and waters, into vehicles of self-determination and enduring socio-economic benefits for First Nations landowners.

Our mission:

Support First Nations groups and corporations in proper and effective negotiation and execution of agreements that adhere to principles of self-determination and Free, Prior and Informed Consent (FPIC) and enable long-lasting socio-economic opportunities in local communities.

Our objectives:

The Centre is a partnership between the University of Melbourne and National Native Title Council with a focus on:

- ▶ Research: theoretical foundations of negotiated Indigenous agreements and reform
- ▶ Training: strengthening negotiating and agreement making skills for Traditional Owners
- ▶ Networked learning and knowledge exchange: socialising effective agreement making
- ▶ Acceleration: socio-economic development and Indigenous entrepreneurship

The role:

Reporting to the Centre Manager, the Centre Coordinator is responsible for the provision of project and administrative support to the Faculty's newly established centre that provides world leading research, training and acceleration for Traditional Owners.

The successful applicant will engage in a diverse array of operational and administrative responsibilities, including providing administrative and executive support, supporting the centre's establishment, supporting various committees, planning and supporting project delivery, and overseeing risk resolution.

This position demands strong communication and problem-solving skills to effectively navigate the University's environment and identify appropriate solutions. The incumbent will work closely with the Centre's external stakeholders, serving as a crucial link between the University and these partners.

It is necessary for the incumbent to 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 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 Faculty of Business and Economics.

This role will suit someone with “grit”, a can-do attitude, and who is versatile, flexible, has a high level of self-motivation and initiative and who thrives when navigating ambiguity.

1. Key Responsibilities

Administration and executive support

- ▶ Provide broad executive and administrative support to the Centre’s leadership team.
- ▶ Assist with the establishment tasks of the Center, such as but not limited to coordinating facility setup, supporting recruitment initiatives, establishing governance structures, and facilitating budget management.
- ▶ Maintain and track project deliverables to ensure timely progress and completion, regularly updating stakeholders on milestones and potential challenges, and facilitating necessary adjustments to stay on schedule.
- ▶ Provide executive support to various committees by coordinating meetings, taking minutes, preparing reports, and following up on action items.
- ▶ Work with key professional stakeholders to ensure the integration and coordination of a range of the Centre’s activities and projects to ensure and enable the smooth running of the Centre.
- ▶ Collaborate with the Faculty’s Strategy, Planning and Resources team as well as the University’s Shared Services teams to leverage their expertise and optimize operational efficiency for the Center.
- ▶ Assist in the planning, organisation, and execution of events hosted by the Center, including workshops, seminars, and networking events. This includes managing logistics, coordinating speakers and participants, overseeing registration processes, and ensuring all event materials are prepared and available.
- ▶ Assist in the Centre’s engagement strategy implementation activities such as fostering strong relationships with community and stakeholders, managing the Centre’s marketing collaterals and social media accounts.
- ▶ Provide office manager type support, as required.

Other

- ▶ Build and maintain strong and effective relationships with internal staff to ensure the efficient delivery of administrative services in a tactful and diplomatic manner.
- ▶ Other duties as required.

2. Selection Criteria

2.2 ESSENTIAL

- ▶ Completion of a relevant tertiary qualification in an appropriate field or an equivalent combination of relevant experience and/or education/training.
- ▶ Excellent organisational skills with an attention to detail to ensure the effective prioritisation, coordination, management and completion of assignments and projects 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 to deliver timely outcomes
- ▶ Demonstrated ability to work independently with minimal supervision using initiative to anticipate work requirements, be resourceful and use high level problem-solving skills to support operational planning and implementation.
- ▶ Demonstrated ability to work collaboratively as an effective member of a team.
- ▶ Demonstrated ability to work with sensitive information and maintaining confidentiality.
- ▶ Advanced Microsoft Office skills especially Outlook, Word and Excel are critical to the role. Database management skills and an eagerness to learn new applications are highly desirable.

2.3 DESIRABLE

- ▶ Previous administrative experience in a tertiary education environment or similar educational institution

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Centre Coordinator operates under the direction of the Centre Manager. The incumbent will be expected to work with a high level of independence and be self-motivated, prioritise workloads and plan ahead. This position will have the discretion to innovate within their function and is required to take responsibility for outcomes. The role operates ethically and possesses the maturity and confidence to represent the Centre, the Faculty of Business and Economics and the University of Melbourne externally.

3.2 PROBLEM SOLVING AND JUDGEMENT

The role is required to problem solve on a daily basis, managing priority tasks, and asserting judgement in relation to the escalation of issues arising that could affect the organisation's brand and reputation.

They will be required to anticipate and resolve issues and exercise sound judgement in relation to events coordination, working with team members and colleagues, including senior staff.

The incumbent is required to understand, interpret and communicate specialist and complex information.

The position requires the efficient administration of a wide range of tasks and the management of multiple deadlines. The incumbent will be required to exercise sound judgment, diplomacy and discretion in communication with both internal and external stakeholders.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Centre Coordinator will be expected to possess knowledge of the Centre's administrative functions, as well as relevant University and Faculty of Business and Economics policies and procedures, to ensure that key responsibilities are executed.

The position requires excellent interpersonal skills to facilitate effective communication with team members and other stakeholders and clients. At times this will require the incumbent to exercise tact and patience as well as the ability to maintain confidentiality.

3.4 RESOURCE MANAGEMENT

No direct reports.

3.5 BREADTH OF THE POSITION

This position will collaborate with a diverse group of internal colleagues within the Center, the Faculty of Business and Economics, and relevant stakeholders across the University. Additionally, it will engage with a variety of external partners, including the Centre's partners, Indigenous communities, and the general public.

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

6.2 FACULTY OF BUSINESS AND ECONOMICS

The Faculty of Business and Economics [FBE] at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

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 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.

6.5 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 <https://about.unimelb.edu.au/strategy/governance>