



POSITION DESCRIPTION

Strategy, Planning & Resources
Faculty of Architecture, Building & Planning

Gift Implementation & Projects Coordinator

POSITION NO	0053949
CLASSIFICATION	UOM 7
SALARY	\$106,432 to \$115,211 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (part time hours can be negotiated)
BASIS OF EMPLOYMENT	Continuing
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	Sachi Sarathchandra Tel +61 3 9035 9448 Email sachitra.sarathchandra@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.

ABP's Commitment to Diversity and Inclusion

ABP is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognize that diversity is essential in contributing to the success of our Faculty. Aboriginal and Torres Strait Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

Position Summary

The Gift Implementation & Projects Coordinator role is responsible for overseeing the effective application, administration, and management of endowed and donated funds across the Faculty of Architecture, Building & Planning. This includes accumulating an in-depth knowledge of the Faculty's gifts portfolio, providing expert advice, leading process improvement activities, and ensuring the Faculty meets its endowment and financial reporting obligations in collaboration with the cluster Trust Accountant and compliance teams relating to its gift portfolio.

In addition to these responsibilities, the role also includes a project coordination component, ensuring the timely delivery and oversight of key projects that arise within the faculty as directed by the Faculty's Strategy, Planning and Resource Manager. This involves managing cross-functional projects and maintaining clear communication between stakeholders.

This role reports through the Faculty's Strategy, Planning and Resources team and requires close interaction with key stakeholders both internal and external to the Faculty. The incumbent of this role will work closely with the Academic Support Office (ASO), Research & Industry team, as well as University-wide shared services (Advancement, Scholarship Office, Future Students, and Finance functions).

To be successful in this role, you will need to be an excellent communicator, able to maintain relationships at all levels of the organization and possess project management and coordination skills.

1. Key Responsibilities

1. Provide expert, clear advice and the interpretation of University policy and legislative requirements in relation to long term investment funds, charitable trust and expendable gifts
2. Contribute to the development of comprehensive gift implementation including the award approval process via the Academic Board and stewardship plans in a timely manner to ensure that all philanthropic funding that is received can be implemented in accordance with the Gift Governance Record (GGR) or University Trust Record (UTR)
3. Manage the awarding and the administration of the Faculty scholarships and prizes across undergraduate, graduate and coordinate research higher degree scholarships in partnership with Faculty Research & Industry and Academic Support Office teams ensuring they are awarded effectively compliance with the relevant University statutes and regulations pertaining to scholarships and prizes
4. Ensure that issues and transactional requirements are dealt with in a professional manner by providing advice, recommended solutions, and regular support activities. This includes but is not limited to:
5. Manage all matters, including agenda items, for consideration and any analysis for the selection panels, assisting in the assessment of faculty priorities in relation to the disbursement from trusts, long terms gifts and expendable gifts
6. Establish and maintain necessary systems and processes to record gift details, annual planning decisions, details of expenditure, award recipients, history of donor, expenditure plans and other relevant notes accordingly
7. Support the communications planning by identifying donor, scholarship and profiling of prize winners

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8. Effective relationship management recipients of the gifts and with donors in some instances
9. Development of spending plans in collaboration with Faculty leadership team and key stakeholders
10. Undertake ongoing review of processes resulting in continuous improvement and ensuring best practice
11. Promote and actively oversee the gift compliance matters in the Faculty and serve as an expert resource on matters of compliance, legal and regulatory changes, and assessing and identifying areas of risk
12. Collaborate with Trust Accountants in Business Services and Legal & Risk team in providing input and facilitation of the annual gift compliance, capitalisation and annual budget and forecast exercise
13. Coordinate and manage cross-functional projects within the faculty portfolio, ensuring timely delivery and alignment with projects objectives, while maintaining clear communication between stakeholders
14. Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4

1.1 SPECIAL REQUIREMENTS

- Understanding the need for and ensuring the confidentiality of sensitive information to which the position may have access.

2. Selection Criteria

2.1 ESSENTIAL

1. A relevant degree with subsequent relevant experience, or an equivalent mix of education and relevant experience;
2. Demonstrated ability to understand the compliance issues relating to the administration of legal contracts
3. Demonstrated ability to exercise judgment and make complex decisions with the ability to deliver creative solutions and negotiate outcomes;
4. A capacity to contribute to short and long-term planning and encompass highly developed organisational skills to ensure the timely delivery of programs and services;
5. Highly developed interpersonal, written and verbal communication skills and the ability to work effectively with external parties and University staff at different levels;
6. Demonstrated ability to work effectively as a team player, to support colleagues and to achieve key deadlines and objectives
7. Demonstrated commitment to high quality client service and continuous improvement

2.2 DESIRABLE

- Familiarity with the University structure and administrative systems.
- Understanding of relevant University statutes and regulations pertaining to Scholarships and Prizes.

3. Job Complexity, Skills, Knowledge

31 LEVEL OF SUPERVISION / INDEPENDENCE

The Gift Implementation Coordinator will work under broad direction, acquitting responsibilities independently and seeking advice on complex or novel queries from the Manager, Strategy, Planning and Resources and Manager, Academic Support Office.

32 PROBLEM SOLVING AND JUDGEMENT

The Gift Implementation Coordinator is expected to demonstrate initiative, judgement and problem-solving ability with respect to the administration of gifts. The appointee will interpret and apply relevant policies and make independent judgements, based on experience, knowledge and expertise, to evaluate problems and recommend solutions to various stakeholders. The incumbent will actively contribute to the development, implementation, and maintenance of a system for recording the details of all Faculty gifts and will ensure that the administration of the gifts occurs in a timely and efficient manner. The incumbent will contribute to the ongoing process of reviewing and improving the gift administrative procedures.

33 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Gift Implementation Coordinator must have a broad understanding of the University, its culture and organisational structure, as well as its policies and procedures, including compliance issues particularly with respect to the gifts area.

In particular the incumbent will require some knowledge of the University's policies and procedures including those relating to gift management and have an understanding of the University's financial accounting system and other university systems and the relationships that exist between each of these systems.

This role requires a good understanding of the structure and strategic priorities of the faculty, and familiarity with its teaching & learning, research and engagement activities.

34 BREADTH OF THE POSITION

The position will be required to liaise across the faculty, with various organisational units across the university, as well as with external partners and supporters. The incumbent must conduct all aspects of gifts administration in a professional manner to foster good communication.

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/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 BUDGET DIVISION

<https://msd.unimelb.edu.au/>

The Faculty of Architecture, Building and Planning (ABP) is the leading educational and research institution in the Asia-Pacific region addressing the design and realisation of inhabited environments. It actively seeks to extend the linkages between education, research and practice in the built environment, and maintains excellent and extensive relationships with members of the built environment professions, government, professional associations and the wider community.

The Faculty has nearly 200 staff and 3000 students, one third of whom are international. It is responsible for the undergraduate Bachelor of Design degree, and offers majors in architecture, landscape architecture, property, construction, and urban planning.

The Faculty's graduate school, the Melbourne School of Design (MSD), teaches accredited masters courses across the professional disciplines of Architecture, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD is distinctive from its competitors in its aim to inspire learning through interdisciplinary reflection, and its integration of research, teaching, and practice around the environmental implications of all forms of urbanisation. With opportunities

to engage in advanced studio and seminar-based learning and research, MSD students develop new perspectives, critical reflection, and modes of action to address the environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally. Students can take part in field trips which examine the global context of habitable environments.

The Faculty has an international reputation for excellence in research and research training and is a leader in built environment and urban research. Faculty staff are actively engaged in collaborations and partnerships both locally and globally, to produce research that responds to major social, economic and environmental challenges, as well as fundamental research into the built environment in Australia and the Asian region. Our researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density. We lead debate in many of these areas. We also contribute definitive knowledge and understanding of the history, conservation and heritage of the built and natural environment, built environment practice and management, urban morphology and design research. The Faculty draws its research strength in part from its capacity to work in the multidisciplinary frame of its various built environment disciplines, as well as with colleagues in health, engineering, education, history and social sciences.

Through the MSD, we provide the highest quality research training environment, attracting the best and brightest future researchers in our disciplines from around the world. PhD and MPhil students have access to innovative professional development programs and generous funding support, along with excellent facilities and resources. Our PhD and MPhil graduates are well-rounded professionals, critical thinkers and future research leaders.

We have built strong research foundations by valuing and developing our people, rewarding excellence, and fostering a culture of enquiry, creativity and outstanding scholarship.

More information about ABP / MSD can be found at: <http://msd.unimelb.edu.au/>

62 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>

63 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.

64 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>