

# POSITION DESCRIPTION



Office of the Provost

## Portfolio Lead

<b>POSITION NO</b>	0064196
<b>CLASSIFICATION</b>	UOM 7
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Rehan Wadiwala Email: <a href="mailto:rehan.wadiwala@unimelb.edu.au">rehan.wadiwala@unimelb.edu.au</a> <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](http://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***

The Workplace Relations and Integrity, Employment Compliance Directorate (ECD) and Organisational Development (OD) teams are the Centres of Excellence (COE) that exist within the Chief People Officer Portfolio. Each Centre of Excellence will have a dedicated Portfolio Lead.

Reporting to the relevant Executive Director, and working closely with the Office of the Chief People Officer's (CPO) Portfolio Manager, the Portfolio Lead is responsible for supporting the project workflow, operational activities and communications, to ensure smooth operation of the portfolio overall. In close collaboration with the CPO's Portfolio Manager, the Portfolio Lead is responsible for managing resources, maintaining adaptive workflows and ensuring that portfolio projects and programs are executed efficiently, effectively, and in alignment with the strategic priorities of the Chief People Officer (CPO).

The Portfolio Lead will support the Executive Director with a variety of complex portfolio management tasks, including quality assurance, reports, standards, tools and templates and provide high-level strategic support to the team through applying portfolio and project management practices.

The role will build and maintain relationships at all levels of the portfolio and assist in upskilling our project management capability.

### ***1. Key Responsibilities***

- ▶ Support the entire project management lifecycle for the portfolio, coordinating resources, timelines, and deliverables to assist in achieving objectives.
- ▶ Work closely with the CPO Portfolio Manager, to ensure alignment of portfolio initiatives with CPO priorities and ensuring integrated project delivery.
- ▶ Provide regular updates to the Executive Director and CPO Office on project/programme of work milestones, performance impacts, and alignment with organisational goals, to support data-driven decision-making.

- ▶ Coordinate with the CPO's Portfolio Manager to ensure that portfolio projects are strategically positioned within the larger HR portfolio, leveraging shared resources, insights, and strategic goals.
- ▶ Implement guidelines, procedures, and templates to collect and maintain consistent data and provide hands-on delivery for projects, as required.
- ▶ Evaluate and implement process improvements to improve project workflow and more effective delivery.
- ▶ Implement and manage regular progress reporting mechanisms for projects and thereby monitor the routine progress of projects and assist the Executive Director, in the preparation of portfolio status reports.
- ▶ Manage the COE's programme of work and deliver integrated reporting to the CPO's Portfolio Manager.
- ▶ Facilitate post project evaluations and report on benefits to ensure the strategic goals have been enabled.
- ▶ Build and manage relationships with operational partners, vendors, and service providers to facilitate seamless collaboration on complex projects.
- ▶ Develop communication strategies that promote portfolio programs and engage stakeholders across UoM, raising awareness and buy-in for portfolio initiatives.
- ▶ Implement adaptive workflow and project management processes to support team productivity, agility, and flexibility across portfolio initiatives.
- ▶ Provide administrative support including processing purchase orders, invoicing, other vendor management matters, event logistics and other tasks within the role's scope and level as needed, to ensure smooth operation.
- ▶ Work closely with Project Coordinators, Portfolio Leads, and the Portfolio Manager, contributing to the collective success of the CPO team through effective communication and teamwork.
- ▶ Oversee the day-to-day operational functions within the Centre of Excellence, including administration, reporting, and coordination, and provide backup assistance to other team members as needed.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ Substantial relevant experience, or an equivalent combination of relevant experience and/or education/training.
- ▶ Strong operational management skills, with experience in resource allocation, quality assurance, and project coordination.
- ▶ Proven ability to build and maintain effective relationships with internal and external stakeholders, ensuring alignment, open communication, and successful collaboration to achieve portfolio objectives.
- ▶ Excellent written and verbal communication skills, with the ability to convey complex concepts clearly to diverse stakeholders.
- ▶ Demonstrated experience in tracking and interpreting performance metrics to assess project impact on organisational effectiveness.

- ▶ Excellent organisational and time-management skills with demonstrated experience managing multiple projects simultaneously, ensuring deadlines are met, and maintaining accuracy and quality in all deliverables.
- ▶ Excellent problem-solving and critical thinking skills with a proven ability to diagnose and solve complex problems.
- ▶ Demonstrated ability to perform duties with a high level of teamwork and maturity, effectively balancing multiple priorities while demonstrating adaptability, and a proactive approach in a dynamic environment.
- ▶ Demonstrated experience in handling sensitive information with strict confidentiality, exercising discretion and managing all confidential documents, communications, and records with the utmost care.

## **2.2 OTHER JOB-RELATED INFORMATION**

- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Portfolio Lead will work under broad direction from the relevant Executive Director and will work closely with the CPO Portfolio Manager in the execution of projects and tasks, ensuring alignment and consistency of projects.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Portfolio Lead will work on projects and assignments guided by policy, precedent and broad procedures and will require application of technical expertise. The Portfolio lead requires strong problem-solving skills and judgement to deliver complex assignments effectively and efficiently.

The position is expected to be able to identify, recommend and assist in implementing continuous improvement opportunities to ensure the ongoing effectiveness of the portfolio delivery.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The position requires strong experience and capability in project management. A proven knowledge and experience in PM/PMO functions will be required to support end to end project management across the portfolio.

A working knowledge of People and Culture will be beneficial.

### **3.4 BREADTH OF THE POSITION**

The position will lead and manage portfolio processes and outputs on behalf of the Executive Director. Working closely with members of Directorate teams to ensure inputs and outputs are actioned in a timely manner.

#### ***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 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>

## **6.2 YOUR NEW TEAM – OFFICE OF THE PROVOST AND OFFICE OF THE CHIEF PEOPLE OFFICER**

The Office of the Provost supports achievement of the vision and objectives for people and community, learning and teaching, and academic performance contained in our institutional strategy - Advancing Melbourne 2030.

Reporting to the Deputy Vice-Chancellor (People and Community), the CPO leads the University's strategic agenda for people and culture, building a diverse, inclusive and vibrant community.

As a member of the Provost's Executive Group, the CPO works closely with the Vice-Chancellor, Provost, Chief Operating Officer, and other senior leaders, partnering across the institution to deliver the University's academic mission.

Leading the HR/People function, the CPO and her team support faculties and professional teams to ensure staff thrive.

## **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, 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 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 that will reshape the campus and our contribution to the communities we engage with. This strategy and the priorities proposed are 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>