

POSITION DESCRIPTION



Chancellery
Office of the Provost

Project Officer, Indigenous Partnerships

ONLY INDIGENOUS AUSTRALIANS ARE ELIGIBLE TO APPLY AS THIS POSITION IS EXEMPT UNDER THE SPECIAL MEASURE PROVISION, SECTION 12(1) OF THE EQUAL OPPORTUNITY ACT 2011 (VIC).

POSITION NUMBER	0062981
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 6 - \$96,459 - \$104,413 per annum
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Mary Robb, Associate Director, Indigenous Partnerships Tel +61 0402782608 Email: mary.robbs@unimelb.edu.au <i>Please do not send your application to this contact</i>

1 Acknowledgment of Country

The University of Melbourne acknowledges, recognises and respects the unique place held by Aboriginal and Torres Strait Islander peoples as the Traditional Owners of Australia.

2 Position Summary

The Project Officer, Indigenous Partnerships is an essential member of the Indigenous Partnerships team, reporting to the Associate Director and providing project coordination and administration support to the team to support the delivery of partnership programs and projects.

The position will organise and manage events and team meetings, provide executive support for key governance committees, prepare communication materials in collaboration with strategic communications, create reports and presentations and monitor and develop progress reports to track progress on key deliverables.

This position will liaise with internal and external stakeholders to coordinate relevant meetings and facilitate outcomes for the team.

They will also support the team's leadership in managing internal team administration including finance reconciliation, meeting organisation and prioritisation of work.

3 Key Responsibilities

- Provide project coordination support to the Indigenous partnerships team including organising and facilitating events and team meetings, perform secretariat for key governance committees, creating reports and presentations.
- Provide communications support for the Indigenous Partnerships team including drafting of communications and working with strategic communications team to liaise on content and broader communication required by the team.
- Support team leadership with organisation and prioritisation of meetings.
- Support document preparation and administration for partnership reviews.
- Provide coordination and support of internal and external governance forums.
- Work in collaboration with department and divisional colleagues to ensure timely and meaningful information collection.
- Exercise judgement in problem-solving within a complex engagement and partnerships environment and balance the interests of the various stakeholders.
- Other duties as directed by the Director, Indigenous Partnerships

4 Selection Criteria

4.1 ESSENTIAL

- Relevant experience and tertiary qualifications related to the role.

- A demonstrated ability to communicate and collaborate sensitively and effectively with Aboriginal and Torres Strait Islander students, staff, Elders, and Indigenous community organisations, as well as knowledge and understanding of Aboriginal and Torres Strait Islander communities and cultures.
- Excellent time management and organisational skills; including demonstrated experience in co-ordinating workflow, prioritising demands and effectively balancing competing demands.
- Strong experience in coordinating a range of project and administrative support tasks including multiple diaries and resources (rooms; video links etc) for group meetings, contacts and email organisation, and events.
- Strong attention to detail and an ability to review and monitor information, including financial reports, to ensure proper records are being maintained accurately.
- Excellent interpersonal skills, including verbal and written communication skills, with demonstrated ability to prepare briefing notes, answer correspondence, prepare agendas and minutes and assist with the drafting of documents with a high degree of accuracy.
- Excellent computer skills including extensive experience using an electronic diary management system and good working knowledge of the Microsoft Office suite as well as the capacity to learn and use in-house administrative database systems.
- Sound understanding and capability in producing PowerPoint presentations and Visio diagrams.
- Demonstrated ability to exercise judgment, maintain a high level of discretion, confidentiality, and initiative, along with being self-motivated, flexible, and open-minded, showing an aptitude for formulating, developing, and implementing new ideas.

4.2 DESIRABLE

- Previous experience in project coordination and administration role or similar.
- Experience in a university/ tertiary environment.

4.3 OTHER JOB-RELATED INFORMATION:

- Willingness to work a flexible schedule, including occasional evening and weekend events, and travel, either in regional Victoria or Australia.

5 Job Complexity, Skills and Knowledge

5.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent reports to and works under the broad direction of the Associate Director, Indigenous Partnerships whilst providing support to the Director, Indigenous Partnerships and is expected to exercise responsibility for time management and prioritisation of tasks.

The incumbent will work collaboratively with other members of the Partnerships team, internal stakeholders including academic and professional staff, and members of the University Engagement and external stakeholders.

5.2 RESOURCE MANAGEMENT

The incumbent directly manages their own time resources and will bring to the attention of the Associate Director, Indigenous Partnerships the requirement for any additional resources or tools.

5.3 BREADTH OF THE POSITION

The incumbent develops interactions with a broad range of University stakeholders as well as external stakeholders of the Indigenous Partnerships team.

5.4 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 2023-2030.

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 marks the University's resolution to value and realise the potential of all staff, and continue to build a thriving, inclusive, and equitable workplace, united by our common purpose.

5.5 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>

6 *Other Information*

6.1 ORGANISATION UNIT

Indigenous Partnerships Team

The Indigenous Partnerships Team's purpose is:

- to further the University's academic mission through strategic and focussed place-based partnership initiatives.
- to serve the community within and beyond our campuses by harnessing the University's convening power and academic expertise for purposeful partnerships, outcomes and impact locally and globally.
- to support transformative and game-changing mutually beneficial outcomes through joined-up, inter-disciplinary and multi-sector partnerships initiatives that cultivate

relationships, enable two-way learning and leverage our education and research capabilities and endeavours.

- work closely with the DVC, Indigenous and the Indigenous leadership of the University in embedding Indigenous knowledge, participation and collaboration through our partnership activities.

The Indigenous Partnerships Team sits within Chancellery's, Office of the Provost within The University of Melbourne.

6.2 CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership.
- allocating capital according to strategic priorities.
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls.
- ensuring identity or brand is consistent with strategic intent and purpose.
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

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. 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 MURMUK DJERRING

The Indigenous Partnerships Team has responsibility for delivering Murmuk Djerring 2023 - 2027 Priority 3: Partnerships which seeks to achieve social change and impact with and for the communities we serve by developing enduring partnerships with those communities and organisations on whose lands our campuses are located, and where we engage together in teaching, learning, and research activities.

6.6 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>