

# POSITION DESCRIPTION



THE UNIVERSITY OF  
MELBOURNE

**School of Biomedical Sciences**  
Faculty of Medicine Dentistry and Health Sciences

## Strategy and Operations Manager

<b>POSITION NO</b>	0044602
<b>CLASSIFICATION</b>	Senior Manager 1
<b>SALARY</b>	Negotiable
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time (1.0 FTE)
<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>	Richard Frampton Email <a href="mailto:r.frampton@unimelb.edu.au">r.frampton@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***

Reporting to the School Manager, the Strategy & Operations Manager (SOM) advises and supports the Head of Department in the preparation, implementation and monitoring of strategic and operational initiatives for the Department of Biochemistry and Pharmacology.

The SOM is required to build and maintain effective relationships with academic staff within the Department, and with senior academic and professional staff across the School and Faculty. The incumbent will be responsible for ensuring that the Department's interests are represented and are aligned with the strategic objectives of the School, Faculty and University. The incumbent will be expected to contribute to School, Faculty and University initiatives through participation on relevant committees or workings groups.

The Strategy & Operations Manager is responsible for the management and efficient delivery of support services to the Department, including specific strategies to ensure consistency of service across the School. You will lead key professional teams, that support Department administration and operations as well as staff members involved in teaching support and services.

We invest in developing the careers and wellbeing of our students and staff and expect all to live our Faculty Values of:

- ▶ Collaboration
- ▶ Compassion
- ▶ Respect
- ▶ Integrity
- ▶ Accountability

## **1. Key Responsibilities**

### **1.1 STRATEGY & PLANNING**

- ▶ As a key member of the senior leadership team actively participate in and contribute to the strategic planning process.
- ▶ Work closely with the Head of Department and the School Manager in the development and implementation of the strategic and operational planning processes, monitor progress throughout the year, evaluate outcomes and make recommendations for change.
- ▶ Guide the development of an integrated resource plan for Department, encompassing workforce management, space management, infrastructure, and responsible financial and asset management.
- ▶ Assist in identifying and directing strategic projects that support high-level Department, and School initiatives, and represent the Department and School in achieving these objectives with stakeholders.
- ▶ Ensure that School, Faculty and University priorities are understood, and factored into Department planning activities.

### **1.2 GOVERNANCE & FINANCIAL MANAGEMENT**

- ▶ Assist in the development and preparation of Department annual budgets.
- ▶ Oversee budget monitoring and reporting processes and make recommendations for remedial actions in the event of budget anomalies.
- ▶ Ensure effective Department governance structures and processes are in place and are followed. Contribute to School level governance through membership of one or more School level committees.
- ▶ In collaboration with the School Manager and Finance Manager, contribute to business planning and budget management.
- ▶ Take a lead role in the management of Department resources, and the optimal utilisation of University services to deliver the best possible outcomes for the department.
- ▶ Oversee compliance and quality assurance management, in line with requirements under the University's risk management policy.

### **1.3 OPERATIONAL MANAGEMENT & SERVICE DELIVERY**

- ▶ Provide leadership on Department operations, providing high-level support and advice to the Head of Department and Department Executive Committee on relevant strategic and operational matters.
- ▶ Develop operational plans, and associated performance measures in line with School and Faculty requirements and manage the successful delivery of these plans.
- ▶ Integrate and oversee Department administrative functions, establish clear directions, common goals, and open communication by fostering a work culture that supports the ongoing growth and development of all staff.
- ▶ Ensure effective operational relationships with Bio21 and other co-located stakeholders to enable best practice service delivery to research groups.

## 1.4 STAKEHOLDER ENGAGEMENT

- ▶ Ensure effective communication is provided to all support staff in the Department.
- ▶ Develop strong and collaborative relationships with key internal and external stakeholders.
- ▶ Maintain a strong working relationship with senior School and Faculty Managers.

## 1.5 LEADERSHIP

- ▶ Foster a safe working culture which is fun, positive and encourages innovation and collaboration.
- ▶ Role-model the Faculty values and promote diversity and inclusion in all activities.
- ▶ Provide vision, role clarity and development opportunities for administrative staff to create an engaged workforce.
- ▶ Accountable for the leadership and professional development of professional staff within the Department.

## 1.6 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.
- ▶ Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5. Behavioural Expectations - All staff are expected to maintain the following behaviours.
- ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity.
- ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

## 2. Selection Criteria

To be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

### 2.1 ESSENTIAL

- ▶ Completion of postgraduate degree or undergraduate degree qualifications with extensive relevant experience.
- ▶ Demonstrable experience of creating an inclusive, imaginative, positive, team-focused, and inspiring environment where everyone works together to enhance the employee and student experience.
- ▶ Ability to build meaningful working relationships across a varied group of stakeholders through impeccable verbal and written communication skills and high levels of emotional intelligence.

- ▶ Be calm, positive, and collaborative in approach as well as having a strategic, innovative, and continuous improvement mindset. Have experience of leading effective change management processes.
- ▶ Experience of managing in a complex organisation, with outstanding organisation and prioritisation skills.
- ▶ Extensive financial management skills, which involves the use of financial systems and budgeting and forecasting.

## 2.2 DESIRABLE

Knowledge of and experience in the tertiary education environment (especially if in a research and laboratory environment), as well as a passion for the purpose of research and education.

## 2.3 SPECIAL REQUIREMENTS OF THIS POSITION

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 Strategy and Operations Manager works under the broad direction of the Head of Department and reports into the School Manager. The role is expected to exercise responsibility for management of own projects as well as time management and prioritisation of tasks. You will also have professional supervisory responsibilities of several professional staff members and their teams within the Department.

This role will work collaboratively with other members of the Department's Executive team, the School Professional Services team, internal stakeholders including academic and professional staff, and other members of the University community.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

Complex and differing problems requiring analysis and combination of solutions using interpretation of policies.

Working within an extensive policy framework by applying judgement and professional expertise on best policies to apply.

## 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Ability to lead the Strategy and Operations activity within the assigned Department and contribute to School level process improvement.

The incumbent is expected to have advanced knowledge and skills complemented by a detailed knowledge of the structure, organisation, systems and culture of the School, Faculty and University.

### 3.4 RESOURCE MANAGEMENT

The Strategy & Operations Manager possess extensive experience and a high level of skills in planning and management of resources especially in the areas of finance, space, human resources, and infrastructure. Working with the School Manager and assigned Head of Department, the appointee will have accountability and responsibility for the budgeting processes and the financial operations of the assigned Department.

### 3.5 BREADTH OF THE POSITION

The role will manage competing demands within the context of the broader University, Faculty of Medicine, Dentistry and Health Science, School, and other stakeholders.

## 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 based on 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 ORGANISATION UNIT

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

As part of the Faculty of Medicine, Dentistry and Health Sciences since 2015, the School comprises three Departments, [Departments of Anatomy and Physiology](#), [Biochemistry and Pharmacology](#), and [Microbiology and Immunology](#). It has 85 research groups across the three departments, awarding-winning teachers and more than 2500 equivalent full-time student enrolments each year.

#### Our Mission

Create an innovative and inclusive academic environment building on a strong legacy of world-class excellence and lay the foundation for new generations of biomedical researchers to create new knowledge, lead the revolution in biomedicine, and realise their dream of advancing human health locally and globally.

#### Our Vision

- ▶ Promote collegiality and an inclusive academic environment through the engagement of partners, institutes, hospitals, industries, government, and the community at large.
- ▶ Cultivate the highest level of excellence in research and education.
- ▶ Attract and develop a diverse and talented academic workforce.
- ▶ Lead the revolution in biomedicine and translate research outcomes into life transforming healthcare.
- ▶ Strengthen our intellectual and technological environment through interdisciplinary interactions, integration of resources and creative thinking.
- ▶ Seize all opportunities to create the conditions for sustainability.
- ▶ Observe the highest standards of ethics and integrity.

### 6.2 BUDGET DIVISION

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

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention,

Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

### 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>