

POSITION DESCRIPTION



Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Advisor, Education and Engagement

POSITION NUMBER	0063132
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 7 - \$106,432-\$115,211
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	Jessica Hattersley – Manager, Education and Engagement Email jessica.hattersley@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.

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <http://about.unimelb.edu.au/strategy>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities. RIC provides services in four core areas - Research & Enterprise Development Support, Research Grants and Contracts, Business Development and Innovation, and the Office of Research Ethics and Integrity - all of which overlap and are delivered in an integrated manner to researchers and research partners.

The Office of Research Ethics and Integrity (OREI) provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with Chancellery and Academic Divisions to support multiple key areas of governance and oversight including: research integrity, human and animal research ethics, gene technology, biosecurity and biosafety, animal welfare, export controls, autonomous sanctions, quality assurance and clinical trials.

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 2015-2020 and policies that address 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*.

ABOUT THE ROLE

Position Purpose:

The Advisor, Education and Engagement works as part of a small team, which partners with OREI's operational teams in Research Integrity, Ethics and Governance, and stakeholders across the University, to support the design and delivery of education and engagement initiatives that proactively:

- strengthen responsible research conduct at the University; and
- embed a positive compliance culture that supports the University's regulatory obligations in relation to research.

Operating within a dynamic and complex environment, this role is integral to building and nurturing stakeholder relationships at senior levels of the University.

Reporting line: Manager, Education and Engagement

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: High

Operational context: The Advisor, Education and Engagement works across the University, working closely with Chancellery Research and Enterprise, Deans, Heads of Schools and all RIC teams.

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Participate as an active member of the Education and Engagement team, and broader OREI team, promoting a culture of collaboration, high performance, continuous improvement and service excellence.
- Maintain a detailed understanding of the national and international codes, funding body requirements, regulatory schemes and the University's policies which are relevant to OREI's functions and the responsible conduct of research.
- Maintain relationships and collaborate with stakeholders within OREI and across the University, and respond to enquiries and requests for support, information and resources.
- Provide support to the Research Integrity Advisor (RIA) Network, including maintaining RIA resources, supporting recruitment and onboarding of new RIAs, assisting with RIA training and meetings.
- Contribute to the development and implementation of education and engagement initiatives to promote the responsible conduct of research across the University, including, but not limited to, training, presentations, workshops, e-learns and other digital resources, web content, and communications materials.
- Actively participate in the review of research integrity incidents and other issues arising across OREI to identify opportunities for education and engagement activities.
- Influence a positive compliance culture across the University's research enterprise.

Selection Criteria:

Education/Qualifications

1. The appointee will have a recognised and relevant qualification and relevant extensive experience, or an equivalent combination of relevant experience and training in a complex environment.

Knowledge and skills

1. Proven experience contributing to the design and delivery of education and engagement initiatives, such as workshops, presentations, digital resources, web content, and communications materials.
2. Demonstrated understanding, or an ability to gain an understanding, of the challenges faced by researchers, including but not limited to the *Australian Code for the Responsible Conduct of Research* and the *National Statement on Ethical Conduct in Human Research*.
3. Stakeholder engagement and critical thinking skills, with the ability to collaborate with a broad range of stakeholders to deliver initiatives that support organisational goals.

4. High level verbal and written communication skills, with the proven ability to use a range of communication channels and digital media to convey information to a wide range of audiences in an engaging manner.
5. Excellent customer services skills, with a demonstrated ability to effectively manage competing priorities while ensuring best practice service delivery.
6. Demonstrated experience in applying policy and reviewing, designing and implementing processes, with a focus on continuous improvement.
7. Proven capability to adapt in response to changing priorities and to manage workload accordingly.

Other job-related information:

- Occasional work out of ordinary hours may be required.
- Flexible work arrangements, including working from home are available in accordance with University policy and relevant legislation.