



POSITION DESCRIPTION

Office of the Chief People Officer
Office of the Provost

Portfolio Manager, Chief People Officer

POSITION NO	0063206
CLASSIFICATION	UOM10
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1.0 FTE)
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	Lauren Richards Email lauren.richards@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.

Position Summary

The Portfolio Manager, Chief People Officer will work closely with the Chief People Officer (CPO) and the People Leadership Team (PLT) to manage and mature the CPO Portfolio in alignment with the University's strategic objectives.

The position will deliver strategic advice and provide expert operational management support to the CPO, facilitating the smooth operation of the portfolio overall. They will collaborate with the PLT within the CPO and influence both internal and external stakeholders.

The Portfolio Manager will lead the establishment of core operational and management activities across the CPO Portfolio, with a focus on integrated portfolio planning, governance, communication, internal and University-level reporting, records compliance and day to day leadership. They will provide a key touchpoint for the PLT and key portfolios across the Office of the Provost and the University as a central responsibility to ensure a consistent and structured approach to portfolio management that enhances efficiency, effectiveness, and transparency across the HR (People) function.

The position will provide tactical advice and support to the CPO, with the preparation of briefing packs, papers, presentations, reporting and financial information for leadership meetings and University committees, as well as developing clear and consistent communication style and information to the HR (People) team, partners and stakeholders. Working with the PLT, the position will coordinate the portfolio's internal planning, reporting and risk assessment activity, and provide a point of contact for colleagues from across the University.

The Portfolio Manager will also assist the relevant Directors and Business Partners in the CPO Portfolio with strategic initiatives and project implementation. This includes regular engagement with the CPO on project status, providing accurate and timely information in both directions, and on occasion represents the relevant Directors in various project meetings.

The Portfolio Manager will also liaise with the Chief Operating Officer Portfolio (COO-P) and Chancellery leadership teams on projects that span portfolios or are of institutional significance, providing a point of contact, advice, and facilitation. The position operates with a high level of independence, drawing on University wide and external networks to facilitate the achievement of outcomes.

1. Key Responsibilities

- ▶ Establish core operational and management functions within the CPO Portfolio that enable the effective and efficient running of the CPO Portfolio and supporting the PLT more broadly.
- ▶ Continuously assess and improve CPO Portfolio maturity through the identification and implementation of best practices and enhancements for portfolio management and reporting.
- ▶ Develop and manage the HR (People) Roadmap for CPO, ensuring alignment with strategic objectives and institutional priorities.
- ▶ Monitor the performance of strategic initiatives, identifying trends and areas for improvement, as well as emerging risks and threats to project implementation and recommend mitigations.
- ▶ Collaboratively work with and engage Academic Divisions, the Chief Operating Officer (COO) Portfolio and Chancellery to ensure the alignment of strategies, policies and targets.
- ▶ Develop and maintain strong relationships with key stakeholders within CPO Portfolio and across the University.
- ▶ Manage information and records management governance and processes, coordinating with partners for technical enablement.
- ▶ In partnership with Strategic Communications, develop communications and materials to support the CPO to engage with different stakeholders both internal and external.
- ▶ Provide a point of contact for internal and external stakeholders seeking advice or information and facilitate within and beyond the portfolio.
- ▶ Support the CPO and PLT with portfolio planning, including project alignment, prioritisation, dependencies, resourcing and impact assessment.
- ▶ Support project planning and project management for strategic initiatives.
- ▶ Oversee the portfolio responsibilities under the University governance calendar and prepare and/or coordinate the preparation of high-quality reports, papers and presentations to University committees and leadership meetings as required.
- ▶ Oversee and guide the EA to the CPO to manage the office of the CPO including correspondence, calendars and events.
- ▶ Bring an adaptable and agile mindset to respond and manage new and changing priorities.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Demonstrated high level planning, strategic development and problem-solving skills and experience executing projects, and the organisational skills to ensure successful delivery of programs and services.
- ▶ Experience in leading through formal and informal authority, including excellent influencing skills.
- ▶ Excellent written and verbal communication skills, with demonstrated capability to prepare high quality presentations, reports, and documents.
- ▶ Strong interpersonal skills with the ability to work collaboratively and effectively with teams and form strong and supportive relationships across different work groups.
- ▶ Demonstrated capacity to exercise initiative and strong judgment, operating with a high degree of professional autonomy.

- ▶ Demonstrated experience in leading complex project implementation, involving multiple internal stakeholders and various customers, including the ability to translate strategy into a tangible project and contribute to the planning, scoping, and timely delivery.
- ▶ Demonstrated commitment to building and maintaining relations with a wide range of stakeholders and the ability to operate in a highly complex matrix organisational structure.
- ▶ The appointee will have relevant tertiary education qualifications in a relevant discipline or an equivalent mix of education and relevant experience.

2.2 DESIRABLE

- ▶ Understanding of the higher education context and professional functions in a university setting.

2.3 OTHER JOB-RELATED INFORMATION

- ▶ Occasional work out of ordinary hours.
- ▶ 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 incumbent works under broad direction and is expected to exercise responsibility for management of their own activities including time management and prioritisation of tasks. The incumbent will work collaboratively with the People Leadership Team, internal stakeholders including senior executives and external stakeholders.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to identify and resolve complex problems using judgement based on significant professional experience and knowledge. Problem-solving skills and independent judgement are required in working to challenging deadlines, and in coping with a variety of competing demands.

The incumbent is expected to contribute to improving the portfolio's performance by identifying problems, exploring options, and developing, testing and implementing solutions.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The ability to gain and apply a clear understanding of the organisation and role of the CPO is essential. The incumbent must develop a deep understanding of their own projects and the initiatives of the CPO Portfolio, as well as familiarity with significant people initiatives across the University. The incumbent must also develop a nuanced understanding of the broader Office of the Provost, Office of the Chief Operating Officer, and governance structures relevant to the CPO. More broadly, the incumbent should develop a working understanding of the University's organisational structure as well as relevant policies and procedures.

3.4 RESOURCE MANAGEMENT

The incumbent directly manages their own time resources, applying their knowledge and problem-solving skills to streamline tasks, and will bring to the attention of their supervisor and the executive lead(s) for their project(s) any requirements for additional resources.

3.5 BREADTH OF THE POSITION

The incumbent is responsible for a broad range of tasks and will adapt their approach to meet the needs of different projects and activities.

The incumbent will need to interact effectively and appropriately with a variety of staff at all levels, both internal and external to the University, on many different issues.

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 OFFICE OF THE CHIEF PEOPLE OFFICER

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.

6.2 OFFICE OF THE PROVOST

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.

The Office of the Provost portfolio sits alongside other divisions (Office of the Vice-Chancellor, Research & Enterprise, Global, Culture & Engagement, Advancement, Communications & Marketing, and Administration & Finance) within Chancellery, and is responsible for:

- People and Community, including Diversity and Inclusion, Human Resources, academic and professional staff careers, and University community-building.
- Indigenous strategy, including research, education and engagement, student and staff planning, truth-telling and cultural heritage.
- Education and student experience, including curriculum, teaching and learning quality and innovation, learning technologies and spaces, student wellbeing and engagement and widening participation for students from diverse backgrounds.

6.3 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, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

6.4 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>

6.5 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.

6.6 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 <https://about.unimelb.edu.au/strategy/governance>