

# POSITION DESCRIPTION



Chief Financial Officer Group  
Chief Operating Officer Portfolio

## Senior Administrator, Property Contracts

<b>POSITION NUMBER</b>	0063725
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 7 - \$106,432 - \$115,211 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term available for 12 months
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , 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.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Fiona Corcoran Email <a href="mailto:fiona.corcoran@unimelb.edu.au">fiona.corcoran@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.

## **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 <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **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 the following 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
- Strategy Planning and Performance
- University Governance

### **CHIEF FINANCE OFFICER GROUP**

The Chief Finance Officer Group (CFOG) team's core objective is to advance University strategy through financial leadership and innovation, strategic sourcing and contracting.

The CFOG is comprised of six sub-portfolios including:

- Accounting & Budgeting
- Procurement Services
- Corporate Finance, Property and Sustainability
- Finance & Operations
- Financial Services
- Strategic Financial Initiatives

The Corporate Finance, Property and Sustainability (CFPS) team is responsible for ensuring that the University's property, infrastructure, and financial assets/liabilities enable strategy & provide a meaningful competitive advantage. The CFPS team's key activities include strategy, planning and performance of the University's estate, investment in and development of real property, capital planning and associated investment processes, enterprise portfolio management monitoring and reporting, oversight of financial investment portfolios, treasury and financial risk management, debt, commercial arrangement advisory and execution, and sustainability strategy development, planning, governance and reporting.

This position is based in the CFPS team.

### **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.

## **ABOUT THE ROLE**

### **Position Purpose:**

A dedicated Commercial Management function has recently been established to provide the University of Melbourne with institution-wide services and thought leadership on the commercial, financial and governance aspects of complex commercial property transactions.

The Senior Administrator, Property Contracts is an important foundation role within the Commercial Management team.

The Senior Administrator, Property Contracts will work closely with the Senior Commercial Manager and key internal and external stakeholders to develop and socialise a coordinated and consistent approach to managing and overseeing the delivery of obligations across complex multi-party commercial contracts which the University is party to. The successful candidate will develop and provide high value management information to support the University's strategic decision making.

Reporting line: Senior Commercial Manager

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: n/a

### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Moderate

Judgement: Significant

Operational context: Internal – University Wide; External – Commercial partners, stakeholders, third party & affiliated service providers

**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**

The Senior Administrator, Property Contracts has a key focus on supporting the development of scalable organisational efficiencies, standardising institutional commercial contract management frameworks, and ensuring that processes and practices are socialised, adhered to, monitored and reported.

The position will support the Commercial Management function's remit to maximise the University's position in its existing transaction arrangements; ensure the University's risks are minimised; and adequate checks and balances are in place to manage and monitor commercial obligations.

- **Commercial contract administration** – Complex property contracts  
(Complex contracts in this context refers to multi-party PPP & BOOT transactions with long contract periods):
  - Lead contract administration efforts and oversee data management processes, ensuring compliance with contractual requirements, legislation and University standards.
  - Lead the development of an institutional commercial contract management framework to include processes, procedures, dashboards, risk registers, meetings and reporting cadence.
  - Design and implement advanced reporting mechanisms to track key metrics and performance indicators; provide timely and accurate information to stakeholders.
  - Collaborate with cross-functional teams at the University and externally to integrate contract data with existing University systems and processes, optimizing data flow and accessibility.
- **Contract analysis and reporting**
  - Gather financial and operational data relevant to the transaction structures, provide assessments and analysis of the data and ensure data is current and accurate.
  - Develop scalable procedures and processes to embed commercial contract analysis and reporting capability within the University.
  - Prepare reports and draft briefing notes for presenting to the executive level on the status commercial risks and opportunities of commercial transactions on foot.

- **Commercial Advice**
  - Influence decision-making through insightful commercial observations, particularly in matters involving financial, reputational, or transformational significance.
  - Collaborate with stakeholders to assess and mitigate financial and reputational risks associated with commercial business arrangements.
  - Identify emerging trends and opportunities relevant to the University's complex commercial contracts to inform strategic discussions and initiatives.
  
- **Governance, risk and compliance**
  - Lead the development and implementation of comprehensive contract risk frameworks, integrating risk management into business processes and decision-making.
  - Monitor and report on risk and compliance status of complex commercial contracts, proactively managing up to senior management.
  - Collaborate with stakeholders to address governance, risk, and compliance challenges, ensuring alignment with the University's strategic objectives.
  - Act as secretariat

#### **Selection Criteria:**

##### **Education/Qualifications**

- The appointee will have a relevant degree, qualification or certification (eg law, finance, commerce, project management, change management) with at least 4 years' subsequent relevant experience; or
- Demonstrated extensive experience and expertise in complex commercial contract administration; or
- An equivalent combination of relevant experience and education/training.

#### **Knowledge and skills:**

##### **Essential**

1. Excellent stakeholder liaison skills including written and verbal communication, leading and influencing others and confident collaborating with both internal and external stakeholders.
2. A demonstrated commitment to continuous improvement.
3. Utilises their initiative, taking a proactive approach to managing their tasks and responsibilities.
4. Excellent contemporary skills in data capture, presentation, manipulation, reporting to executive level, P2 dashboard reporting, stakeholder matrices, RASCI dashboards, artefact development.
5. Minimum of intermediate to master user skills in Excel in particular; ability to quickly adapt to the University's current and emerging applications and technology platforms.
6. A sound understanding of entities' fundamental commercial contract management drivers including financial, operational, legal, regulatory, and governance, risk and compliance obligations.

**Desirable**

7. Experience in the University or tertiary education sector.
8. Familiarity with PPP and/or complex multi-party property transactions.
9. Familiarity with student accommodation or the PBSA market.
10. A certification in project management (eg P2, PMP) or change management (eg PROSCI).

**Other job related information:**

- This position requires the incumbent hold a current and valid Working with Children Check (WWCC). 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.
- Due to the responsibilities associated with the position, the successful candidate may be required on occasion to work outside of, or over and above, ordinary working hours.