



## POSITION DESCRIPTION

Office of the Provost  
Chancellery

### Strategy Implementation Manager (Teaching and Learning)

<b>POSITION NO</b>	0063689
<b>CLASSIFICATION</b>	UOM 8
<b>SALARY</b>	\$ 119,742 - \$129,607 p.a. (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 18 months
<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>	Rachel Landgren Email <a href="mailto:rachel.landgren@unimelb.edu.au">rachel.landgren@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***

The Strategy Implementation Manager will work as part of the broader Office of the Provost team to plan, manage and deliver major strategic projects with a focus on education and student experience projects as part of the Advancing Students and Education (ASE) Strategy. The ASE strategy outlines a series of advancements to improve education and the student experience at the University of Melbourne, including curriculum, teaching and learning quality and innovation, learning technologies and spaces, student wellbeing, student voice, improving student support and widening participation for students from diverse backgrounds.

The Strategy Implementation Manager will demonstrate a high level of professionalism, maturity and initiative in their management of the project or projects assigned to them. They will be responsible for managing all aspects of the relevant project(s), becoming a subject-matter expert in the relevant areas, leading the project planning, developing project materials, and carrying out other project tasks and activities.

Given the University-wide nature of Office of the Provost projects, the Strategy Implementation Manager will regularly liaise with a range of stakeholders including senior executives, academics, and professional staff from across the institution. The Strategy Implementation Manager will be expected to develop and maintain effective working relationships across the University to support the successful design and delivery of strategic projects.

### ***1. Key Responsibilities***

- Undertake the project management of key initiatives within the Office of the Provost portfolio:
  - Managing the design, implementation and evaluation of university-wide strategic projects
  - Developing project plans, including scope definitions and timelines, and regularly monitor project progress against these plans

- Developing, implementing and coordinating project governance structures as well as monitoring and reporting
- Identifying risks to projects, and both recommend and carry out appropriate mitigation approaches.
- ensure project deliverables and milestones are achieved.
- Work collaboratively with stakeholders across multiple teams including Chancellery, faculties and COO Portfolio to:
  - design and implement the work sitting within the project in alignment with other activities
  - conduct needs analyses of key stakeholders impacted by projects and use these to inform the project approach
  - assist in the development of information, advice, training and support for staff impacted by the project
- Conduct research, benchmarking and other analyses to inform initiatives and decision making.
- Provide advice on policy and strategy, to the Provost, DVCs, PVCs and other senior leaders within area of expertise.
- Manage the development of key project communications and contribute relevant content for program communications across the University in collaboration with communications specialists within and outside the Office of the Provost team.
- Provide executive officer support to working groups, meetings or other activities, including producing written reports, discussion papers, meeting minutes and agendas, and monitoring and reporting on action items, recommendations and outcomes.
- Complete other tasks within the Office of the Provost portfolio that may be directed from time to time.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- A relevant tertiary qualification.
- Demonstrated knowledge and experience of successful, strategic-level project management in a complex higher education setting.
- Demonstrated stakeholder management and relationship-building expertise to achieve organisational objectives. This includes the ability to listen, engage, analyse and adapt within a collaborative working environment and use networks to identify and resolve issues.
- Demonstrated high-level writing, communication and presentation skills, showing flexibility across a range of purposes, formats, audiences and styles.
- Ability to critically evaluate information gathered from multiple sources, reconcile conflicts, synthesise broad data and analyse at a detailed level and become the subject-matter expert quickly within a given an area of responsibility.
- Excellent judgement, able to anticipate needs, perceive interconnections and implications of developments relevant to own work and able to identify and manage dependencies across a portfolio of work.

- Demonstrated strong organisational skills and the ability to effectively plan, prioritise and manage multiple workstreams and activities across a mixture of responsive and longer-term tasks.

## 2.2 DESIRABLE

- Experience in one or more of the following areas: curriculum design, teaching methods, course planning, timetabling, learning design and/or student services and support.
- Knowledge of the University of Melbourne's systems, policies and procedures, particularly relating to the teaching and learning.

## 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 own projects including time management and prioritisation of tasks. This role may have supervisory responsibilities. The incumbent will work collaboratively with other members of the Office of the Provost team, internal stakeholders including senior executives and internal and external stakeholders.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is required to understand, interpret and communicate specialist and complex information, in a manner that is appropriate to the intended audience. The incumbent should be results and solutions oriented, applying creativity and lateral thinking to address challenges as they arise. Problem-solving skills and independent judgement are required in working to challenging deadlines, and in coping with a variety of competing demands.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent must develop a deep understanding of their own projects as well as familiarity with the mission and initiatives of the broader Office of the Provost portfolio. More broadly, the incumbent should develop a working understanding of the University's organisational structure as well as relevant policies and procedures – particularly relating to teaching and learning and student management.

### 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

As the project generalist, the Strategy Implementation Manager is responsible for a broad range of tasks and will adapt their approach to meet the needs of different projects.

## **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 CHANCELLERY**

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.

## 6.2 OFFICE OF THE PROVOST

Led by the Provost, the Office of the Provost supports the achievement of the vision and objectives for education, people and community set out in Advancing Melbourne 2030. The Office of the Provost portfolio sits alongside other divisions (Research, International, Strategy & Culture, Administration & Finance) within Chancellery, and is responsible for strategic leadership in:

- 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.
- People and Community, including Human Resources, academic and professional staff careers, University community-building, diversity and inclusion for students and staff, and the Respect at Melbourne program.
- Indigenous strategy, including research, education and engagement, student and staff planning, truth-telling and cultural heritage.

The Office of the Provost works closely with Faculties, other areas of Chancellery and external partners.

## 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>