



POSITION DESCRIPTION

Melbourne School of Psychological Sciences
Faculty of Medicine, Dentistry and Health Sciences

Hub/Centre Administrator

POSITION NO	Multiple positions
CLASSIFICATION	UOM 5
SALARY	\$83,159 – \$95,518 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time 2 roles: (BAMH 0.5FTE, CHDH 0.6FTE) Full-time 3 roles: (EWBH, MCBC, CNH)
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	Victoria McNally Tel +613 8344 9490 Email victoria.mcnally@unimelb.edu.au

Please do not send your application to this contact.

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 Melbourne School of Psychological Sciences, within the Faculty of Medicine, Dentistry and Health Sciences, is one of the leading schools of Psychology in Australia, with active research programs in Cognitive and Behavioural Neuroscience, Developmental Psychology, Clinical Science, Cognitive and Mathematical Psychology, and Social and Personality Psychology as well as a large undergraduate teaching program and postgraduate research and professional training programs. The School has four established research hubs in Cognitive Neuroscience, Complex Human Data, Ethics and Well-Being, and Brain and Mental Health, and it also hosts the Melbourne Centre for Behaviour Change and the Contemplative Studies Centre.

We are seeking to appoint an outstanding individual to provide operational and research administration support to a Hub/Centre within the Melbourne School of Psychological Sciences. MSPS is located mainly at Redmond Barry Building but also operates from other sites including Melbourne Connect and 800 Swanston St.

Under the direction of the Operations Manager, the Hub/Centre Administrator is an integral part of the Schools Professional Operations team and is responsible for the provision of high-quality administrative support to one or more of the Hubs/Centres across a range of MSPS research activities. Details of each Hub / Centre and specific role requirements are outlined in Section 5.1. The position may also provide wider School support, including other Hubs/Centres, as a member of the Operations team where required. The position will matrix report to a Hub or Centre Director who will provide day-to-day direction and guidance in relation to specific Hub or Centre activities.

This position is responsible for contributing to the effective and professional operation of the Schools research strategies, program and activities and undertakes a range of administrative tasks which may include but not limited to; providing general administrative support, finance, facilities, event and stakeholder engagement support, inducting and supporting new members to Hub/Centre, maintenance of information databases, grant administrative support and project work.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes. We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- ▶ Collaboration and teamwork
- ▶ Compassion
- ▶ Respect
- ▶ Integrity
- ▶ Accountability

1. Key Responsibilities

1.1 OPERATIONAL SUPPORT (Resource, facilities, finance, recruitment)

- ▶ Work collaboratively with other professional staff to deliver administrative support to the School and provide a responsive service for enquiries from staff, visitors and students. Specific administrative support required may vary across Hubs and Centres including:
- ▶ Budget and finance support including purchases, processing invoices, raising purchase orders, undertaking credit card reconciliations, acquittal summaries and expenditure management of internal schemes.
- ▶ General administrative support including secretarial support for meetings (booking meetings, preparing agendas, minutes, action items and following up on same) organising travel arrangements for Hub/Centre members and responding to telephone and email enquiries relating to research activities.
- ▶ Maintaining effective filing and database systems for records management of School documents in line with University records management policy.
- ▶ Support the recruitment and onboarding of new staff to the Hub/Centre.
- ▶ Working with academic and professional staff to ensure that Hub/ Centre space and facilities are well-maintained and organised and all equipment is in good working order whilst ensuring OH&S compliance.
- ▶ Review and reflect on current practices, processes, and procedures through a lens of continuous improvement and actively engaging in University wide change activities that impact on administration support activities for example new system changes.
- ▶ Maintain awareness and compliance with University policies, procedures and specific School guidelines and processes and provide compliant advice to others.

1.2 ENGAGEMENT

- ▶ Supporting the Hub / Centre to develop productive collaborations with internal stakeholders and external parties, as required.
- ▶ Provide logistics and operational support for Hub/Centre events, website, and newsletters as relevant.
- ▶ Maintaining and creating content for public facing webpages and social media accounts.
- ▶ Innovating, planning, organising, and promoting meetings, seminar series, workshops and other activities and events that raise the profile of the Hub or Centre. This may include facilitating visits from domestic and international academic guests.
- ▶ Attending the MSPS Engagement and Operations Subcommittee Meeting regularly.

1.3 RESEARCH ADMINISTRATIVE SUPPORT

- ▶ Support Hub/Centre related research activities, including assisting with the administration of internal grant programs, research support schemes, grant applications, tender proposals, and ethics applications, as required.
- ▶ Assist with organising the research infrastructure and laboratories of the Hub/Centre. This can include ensuring labs are maintained for testing, assisting with room bookings, and managing the supply of any equipment.
- ▶ Assist with online participant payment platforms such as Prolific and GiftPay. This includes paying participants and overseeing each platforms budget.
- ▶ Provide administrative support for School initiatives such as Undergraduate Research Experience program.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A completed degree with substantial relevant experience, or an equivalent combination of relevant experience and or education and training.
- ▶ Demonstrated experience in providing administration support with excellent organizational, time management skills and attention to detail with specific experience in one or more of the following: operational support, engagement and research administration.
- ▶ Demonstrated excellent verbal and written communication skills.
- ▶ Strong interest in working in a research environment and in coordinating team activities.
- ▶ High level of independence and initiative.
- ▶ Strong ability to work with the suite of MS Office programs along with a willingness to learn more when necessary, including University specific systems.
- ▶ Excellent interpersonal skills, especially including a willingness to adapt and learn on the job.

2.2 DESIRABLE

- ▶ Experience in working in a research environment and/or in coordinating team activities.
- ▶ Experience in event management, administration, or science communication.
- ▶ Experience in finance support/management.
- ▶ Experience in web editing and creating and maintaining social media content.

2.3 OTHER JOB RELATED INFORMATION

- ▶ 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.
- ▶ There will be peak service delivery periods during which time leave is not likely to be approved.
- ▶ Occasional work outside of normal hours.
- ▶ There may be some flexibility to work remotely, dependent on business requirements and manager approval. However, this position is primarily an onsite role and will require attendance at meetings held at various locations across the Parkville precinct.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION/INDEPENDENCE

The Hub/Centre Administrator will work under the broad direction of the Hub/Centre Director within a collegial team environment and will also work closely with the MSPS Operations and Engagement teams. It will require independence and initiative to carry out tasks for the betterment of the School. There will be autonomy required for delegated tasks and understanding that all activities contribute to the support of the team.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Hub / Centre Administrator is expected to resolve problems using judgement, common sense, and a broad interpretation of existing policies and to implement new procedures in accordance with School and University policy. The Hub Administrator is expected to contribute to improving the School's performance by identifying problems, developing and testing processes and systems and implementing solutions, while always operating within University policies. The incumbent will be responsible for individual time management and will be expected to use initiative in prioritising work, balancing a range of tasks simultaneously and prioritising these efficiently. There will be an expectation to escalate matters when necessary to managerial staff.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Hub / Centre Administrator is expected to perform tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, to assist in their adaptation to achieve objectives, and advise, assist and influence others.

3.4 RESOURCE MANAGEMENT

The Hub / Centre Administrator is expected to manage within budgetary constraints and investigate and recommend cost-effective strategies where possible. The Hub / Centre Administrator is also required to manage time efficiently and make effective use of work resources without compromising quality.

3.5 BREADTH OF POSITION

The Hub / Centre Administrator role enables the operational activities of the Hub/Centre within Melbourne School of Psychological Sciences and will interact with the broader Faculty of Medicine Dentistry and Health Sciences, as well as the University, external bodies and students as required. The Hub / Centre Administrator will need to interact effectively and appropriately with a variety of staff at all levels, both internal and external to the University.

3. 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.

4. 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.

5. Other Information

5.1 MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES

www.psychologicalsciences.unimelb.edu.au

The Melbourne School of Psychological Sciences is one of six Schools within the Faculty of Medicine, Dentistry and Health Sciences. It is consistently ranked one of the top Schools of Psychology in Australia and was ranked 19th in the world in the 2023 QS global rankings. The School is undergoing vigorous growth and attracts some of the best students nationally and internationally to its broad range of APS accredited undergraduate, graduate, professional, and research programs.

The School's teaching is underpinned by excellence in research across a range of fields, including cognitive and behavioural neuroscience, cognitive and mathematical psychology, social and personality psychology, and clinical science. Research links extend across 25 departments, centres and institutes within the Faculty of Medicine, Dentistry and Health Sciences, including The Melbourne Brain Centre, The Murdoch Children's Research Institute, ORYGEN Youth Research Centre, Austin Health, the Royal Melbourne Hospital, the Royal Children's Hospital, the Royal Women's Hospital, and St. Vincent's Hospital. Research links are also embedded in a broad range of other disciplines across the University including within the Faculties of the Victorian College of the Arts and Melbourne Conservatorium of Music, Science, Business and Economics, Education, Engineering, Law, and the Melbourne Business School.

The School is home to a vibrant community of >180 academic, teaching, research and professional staff, over 100 honorary staff, 150 tutors, and 120 PhD students. In 2023, there were over 6,500 students enrolled in undergraduate subjects offered by Psychological Sciences, primarily through the Bachelor of Arts, Bachelor of Science and Bachelor of Biomedicine, but also in breadth subjects in the Bachelor of Commerce, Bachelor of Environments, and Bachelor of Music. There were about 200 students enrolled in the Graduate Diploma of Psychology, about 140 students enrolled in fourth year programs (B.A.(Hons), B.Sc.(Hons), and the Graduate Diploma of Psychology (Advanced) and around 130 students enrolled in our professional postgraduate programs (Clinical and Clinical Neuropsychology and combined Masters/PhD programs).

MSPS staff are located at various sites across the University:

- Redmond Barry Building, Tin Alley - main location
- Complex Human Data Hub and Melbourne Centre for Contemplative Studies - Melbourne Connect, 700 Swanston St
- Melbourne Centre for Behaviour Change part located at 800 Swanston Street
- Melbourne Teaching Health Clinics – Cardigan St
- AEC Optometry – Px4
- Monash Rd - OPMEG

In addition, MSPS requires access to large teaching spaces across campus in particular for undergraduate classes – Faculty of Science, Art, Bio-Med.

Hub and Centre within MSPS

<https://psychologicalsciences.unimelb.edu.au/research>

5.1.1 Brain and Mental Health Hub (0.5FTE)

The Brain and Mental Health Hub builds on the School's research excellence to examine the cognitive, neurobiological, genetic and psychological mechanisms that underlie brain and mental disorders including, but not limited to clinical psychological, neuropsychological, psychiatric and neurological disorders.

The Hub Administrator (BAMH) will attend to specific administration for University of Melbourne Psychology Clinic including annual event support for post-graduate masterclasses, ensuring compliance and usage of Psychology Clinic Dashboard and Databank. As such, understanding of the

discipline and profession of psychology is considered essential.

5.1.2 Cognitive Neuroscience Hub (1.0FTE)

The Cognitive Neuroscience Hub provides an interdisciplinary research platform for studying cognition and is designed to improve our understanding of the relationship between brain and behaviour. Hub members engage with partners from across different disciplines at the University of Melbourne, research institutes, government, the healthcare sector and industry.

The Hub Administrator (CNH) will support research staff who engage with participants undergoing behavioural and imaging testing with MRI (Magnetic resonance imaging), EEG (Electroencephalogram) and MEG (Magnetoencephalography).

5.1.3 Complex Human Data Hub (0.6FTE)

The Complex Human Data Hub aims to build a new kind of integrated understanding of human behaviour that uses advanced technology to see the world around us in a new light. To complement our more traditional forms of data collection, we draw a wealth of personal data from wearable sensors, ecological momentary assessment, online social networks, and crowdsourced large-scale experiments to learn about how people interact with their environment. The Hub's aim is to quantify and explain how the way we think, learn, and choose is shaped by our cognitive capacities, social interactions, and physical environment.

The Hub Administrator (CHDH) will support the Hub's research aims through internal and external event management, relationship building, and administrative and financial support.

5.1.4 Ethics and Well-being Hub (1.0FTE)

The Ethics & Well-being Hub seeks to develop and integrate expertise across social, personality, clinical, and developmental psychology—along with research in emotion, neuroscience, and decision making—to better understand how people make ethical decisions, how these decisions are shaped by processes within and around them, and how both of these factors impact on their quality of life and mental health.

The Hub Administrator (EWBH) will support the varied activities of Hub members, including via assistance with research projects, grant submissions, internal and external engagement activities, and technology in the Hub (e.g., apps for data collection and analysis; VR headsets; computer room bookings). The successful candidate will be proactive, capable of managing competing demands, and willing and able to demonstrate initiative and leadership in enhancing the culture of the Hub as a whole.

5.1.5 Melbourne Centre for Behaviour Change (1.0FTE)

The Melbourne Centre for Behaviour Change is one of the few Centres in the world that provides an integrated approach to all aspects of behaviour change and study a wide range of behaviours related to human health and wellbeing, as well as social and environmental sustainability. The Centre adopts a person-centred approach to assist individuals in self-managing their health and works with professionals and organisations to co-design health-enhancing policies and practices.

The Centre Administrator (MCBC) will support the varied activities of Centre members, including via assistance with research projects (e.g., ethics applications, research infographics, press releases), grant and tender submissions, and internal and external engagement activities. The successful candidate will be proactive, capable of managing competing demands, and willing and able to demonstrate initiative and leadership in enhancing the culture of the Centre as a whole.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.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.

5.3 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>

5.4 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.

5.5 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>