At Monash, work feels different. There’s a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

Monash and the Faculty of Information Technology values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of achievement relative to opportunity in our selection processes.

The Faculty of Information Technology aims to lead global IT research and education. Our strong reputation and international profile attracts the best students worldwide and we offer a range of accredited courses that transform our graduates into highly skilled and sought after IT professionals, equipped to work globally. Our research is multidisciplinary, multi-campus and
multinational, giving us a unique capacity to reach out further and deeper than any other institution in Australia. Our research priorities are both technically ambitious and embedded in everyday life. To learn more about the Faculty and the exciting work we do, please visit our website: www.monash.edu/it.

We’re in the midst of an information revolution – a period of explosive change. The Department of Human Centred Computing (HCC) is one of three departments within the Faculty of Information Technology at Monash University. It is Australia’s leading centre for human-centred computing with expertise spanning inclusive technologies, computer creativity, immersive data analytics and visualisation to human-centred AI. With our diverse range of capabilities, we aim to improve our relationship with digital technologies and to harness their power for a fairer, more equitable and just world. To learn more about the Department of Human-Centred Computing, please visit our website: www.monash.edu/it/hcc.

Monash Assistive Technology & Society (MATS) is a newly formed Centre bringing together researchers from across Monash University with expertise in assistive technology research and education, with members from the Faculties of Information Technology, Arts, Education, MNHS (Medicine, Nursing and Health Sciences), Engineering and the Monash Business School. The core aim of the Centre is to support people with disabilities to live self-directed lives by understanding the role of technology as an enabler or barrier to social and economic participation and partnering with people with lived experience of disability to drive technological innovation that meets their needs. As well as research the Centre has a focus on education. The Centre wishes to support Monash students with disabilities, get more people with disabilities studying STEM subjects and degrees, and ensure all of our graduates appreciate the need for inclusive design.

POSITION PURPOSE

The MATS Centre Manager supports the Centre Director in the delivery of the Centre’s strategy and operations and manages the Centre’s activities and staff. This includes managing a range of strategic and operational activities including planning, project management, communication and event planning, reporting, budgeting, resources management and administration. Importantly, the Manager will be responsible for building and maintaining strategic relationships with community partners, government and major national and international centres and research programs. The position provides leadership to the Centre team in the delivery of high-level and professional services and effective achievement of the Centre’s priorities and provides expert advice at both strategic and operational levels.

Reporting Line: The position reports to the Centre Director under broad direction working with a degree of autonomy

Supervisory Responsibilities: Manage staff as needed for Centre projects

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: The position is responsible for budgetary control of MATS

KEY RESPONSIBILITIES

1. Contribute to strategic planning and the achievement of goals relevant to the functional area
2. Manage and co-ordinate the operation of a complex administrative or technical function in accordance with University policies, procedures and strategic priorities
3. Manage and develop project teams as required
4. Manage and co-ordinate a work environment of continuous review and improvement of business practices, operational processes and service provision
5. Undertake research, data analysis and management in areas of functional specialisation, including regular business reporting.

6. Exercise strong budget management for the business unit/s or projects managed.

7. Manage and co-ordinate projects, the review and development of policy and procedure, and compliance and quality processes relevant to the functional area.

8. Manage and oversee risk, compliance and quality assurance processes for the functions managed, including regular monitoring and reporting in accordance with University and legislative requirements.

9. Develop and maintain strong partnerships with relevant community, industry and government organisations and with other relevant business units, functional areas within Monash.

10. Other duties as directed from time to time.

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - Extensive experience and management expertise; or
   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training.

**Knowledge and Skills**

2. Excellent operational management and customer service skills with proven ability to provide authoritative technical and policy advice within the disability sector.

3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines.

4. Demonstrated management experience in a matrix, or large and complex management structure.

5. Project management experience with the ability to motivate and develop a high-performance team committed to excellence in research and education outcomes.

6. Highly developed analytical and conceptual skills including demonstrated ability to deliver positive solutions to complex problems.

7. Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels.

8. Demonstrated ability to work with a diverse range of stakeholders, including managing access needs and co-design participation for people with a range of disabilities.

**OTHER JOB RELATED INFORMATION**

- Travel to other campuses of the University may be required.
- There may be a requirement to work additional hours from time to time.
- There may be peak periods of work during which taking of leave may be restricted.
- A current satisfactory Working With Children Check is required.
GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.