



POSITION DESCRIPTION

Office of the Dean
Faculty of Business and Economics

Global Engagement Coordinator

POSITION NO	0042917
CLASSIFICATION	PCS 7
SALARY	\$85,189 – \$92,216
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time (continuing) position available
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Associate Professor Jennifer Grafton Tel +61 3 8344 7662 Email j.grafton@unimelb.edu.au <i>Please do not send your application to this contact</i>

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about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The Global Engagement Coordinator reports to the Associate Dean (Global Engagement) on activities related to the implementation of the Faculty's international strategy. The position provides high-level support for the work of the Associate Dean (Global Engagement), including the provision of expert advice on international higher education matters, and is responsible for key aspects of the management of the Faculty's international partnerships and collaborations.

The incumbent works with key staff in the Faculty, both academic and professional, to develop and implement systems, policies and initiatives that maximise opportunities for both staff and student engagement, and to ensure these international opportunities are translated to operational practice.

The Global Engagement Coordinator works in the context of the broader international strategy and operations of the University, managing relationships and liaising extensively with internal partners including the International Relations Office (IRO) and Melbourne Global Mobility (MGM).

It should be noted that the responsibilities listed under Clause 3.4 are seasonal and the incumbent will not be required to undertake these throughout the year.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A degree with substantial relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience in managing activities and events requiring the exercise of considerable independence, initiative and professional judgement.
- ▶ Well-developed data analysis and report writing skills, with the proven ability to convey information, ideas and concepts clearly and effectively and highly-developed attention to detail.
- ▶ High level problem solving skills with the ability to exercise judgement and initiative.
- ▶ Highly developed interpersonal and verbal communications skills with the ability to liaise and work effectively with a range of people across all levels of the organisation and with external stakeholders (including those from non-English speaking backgrounds).
- ▶ Excellent written communication skills with the ability to explain and present information to internal and external stakeholders.
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines.
- ▶ Ability to work autonomously with considerable independence.
- ▶ High level of proficiency in the use of data analysis software and standard application software such as the Microsoft Office suite.

1.2 DESIRABLE

- ▶ Experience in or an understanding of the Australian and international higher education sector.

2. *Special Requirements*

- ▶ International travel will be required in this role, therefore a flexible approach to working hours is necessary.
- ▶ Approval of leave may be dependent on operational requirements.

3. *Key Responsibilities*

3.1 MANAGEMENT OF FACULTY-LEVEL AGREEMENTS

Manage the establishment, review and ongoing support of the Faculty's formal bilateral and multilateral relations with overseas universities and other strategic partners.

- ▶ Prepare and analyse key institution and country data and strategic analysis of opportunities for partnerships arising in both existing and new markets
- ▶ Support the Associate Dean (Global Engagement) (AD(GE)) with the establishment of new partnerships, liaise with partner institutions, shepherd contracts through legal services and other University processes)
- ▶ Support the AD(GE) in the evaluation of existing agreements on an ongoing basis (recommend and manage agreement renewal and/or termination)
- ▶ Ensure agreements remain active to maximise their value: ensure effective relationship management; assess opportunities available under agreement; explore possible funding options; and promote co-operation with academic and professional staff including: Marketing and Communications, Student Employability and Enrichment (SEE), Academic Support Office (ASO); Assistant Dean (Research), partner institutions, and University stakeholders

3.2 INTERNATIONAL RELATIONS LIAISON

Build collaborative relationships across the University and represent the Faculty's interests with University units including but not limited to the International Relations Office, External Relations, Melbourne Global Mobility, Stop 1 and the Office of Admissions.

- ▶ Work collaboratively within key University networks, including but not limited to Universitas 21 and the Association of Asia Pacific Rim Universities
- ▶ Represent the Faculty's interests on the International Relations Operations Committee
- ▶ Work collaboratively with the BCom account manager in External Relation on matters related to the Faculty's global engagement activities
- ▶ Co-ordinate Faculty representation for incoming international delegations to the University

3.3 DEVELOPMENT OF INTERNATIONAL ACTIVITIES

Liaise with the ASO in the provision of strategic region and country-specific advice to the AD(GE) and other relevant stakeholders within the Faculty. Development and strengthening of international funding and networking opportunities.

- ▶ Identify sources of external funding to facilitate the implementation of the Faculty's international strategy – liaise with DFAT and other relevant Government offices and bodies – and provide strategic information to assist with the preparation of grant applications for such funds (e.g. New Colombo Plan).
- ▶ Provide key strategic information for the development of a range of engagement activities – e.g. Australia Awards in Indonesia, other immersion programs at Melbourne. Provide inputs to assist with preparation of tenders and provide guidance on the process
- ▶ Assist with the analysis of existing and proposed University-level agreements for alignment with Faculty interests
- ▶ Work in collaboration with recruitment and selection, marketing, advancement, student employability and enrichment, the Centre for Asian Business and Economics, to co-ordinate relevant global engagement interface
- ▶ Assist with the planning and co-ordination of overseas Faculty and University delegations – liaise with country managers, IRO, External Relations, partner institutions, corporations and other stakeholders to plan itineraries and in-country visits
- ▶ Co-ordinate Faculty-level visiting delegations with the development and oversight of protocols for the selection and management of incoming international visits and delegations to the Faculty

3.4 SHORT-TERM STUDENT MOBILITY AND EXCHANGE

Develop and strengthen student mobility opportunities within the Faculty by administering the short-term student mobility programs, and acting as the faculty's inter-face for student exchange between Melbourne Global Mobility (MGM) and the Faculty.

- ▶ Analyse the demand for exchange and short-term mobility opportunities available under existing Faculty and University agreements. Identify other student mobility opportunities, consistent with the Faculty's student mobility priorities
- ▶ Work in collaboration with partner institutions on the development, organisation, and co-ordination of delivery of these programs to ensure rigour and alignment with the Faculty's international strategies
- ▶ Liaise with STOP 1 and AD(GE) ensuring students are assigned appropriate credit given nature of short-term mobility program
- ▶ Manage administration for all short-term mobility delivered under IBUS2/90007 (and other relevant agreements), including: co-ordinating recruitment and selection of students, subject administration including LMS set-up, administer pre-departure workshop, co-ordination of assessment, subject debrief, and travel logistics for students
- ▶ Work in collaboration with academic staff, SEE and MGM to ensure exchange opportunities are promoted effectively to undergraduate and postgraduate student cohorts

- ▶ Manage exchange processes with MGM, acting as a liaison between MGM and the Faculty and monitor timely completion of equivalency assessments by academic staff.

3.5 OTHER RESPONSIBILITIES

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent works under broad direction of the Associate Dean (Global Engagement) with a high degree of autonomy. The incumbent does not have any supervisory responsibilities.

The role will proactively provide a wide range of expert advice and high level support to the Associate Dean (Global Engagement) within the context of the Faculty's international strategy and [international higher education matters](#).

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to provide expert advice and high level support which requires sound judgment, excellent interpersonal and communication skills, as well as creative problem solving to analyse and interpret policies, make recommendations to others and to implement programs which may impact on other areas of the institution's operations.

The incumbent is responsible for program development and implementation. The incumbent is expected to provide strategic support and advice requiring integration of a range of university policies and external requirements, and an ability to achieve objectives operating within complex organisation structures. Sound judgement is required in the provision of advice and recommendations to the AD(GE) to ensure the programs enhance the student and staff experience and the reputation of the Faculty and University.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to develop new ways of enhancing the Faculty global engagement activities through coordination and delivery of programs. Working collaboratively with internal and external stakeholders to advise on operational requirements, policies and procedures, the incumbent will require a detailed understanding of global opportunities, the Faculty objectives and existing programs.

4.4 RESOURCE MANAGEMENT

The incumbent is responsible for advising the AD(GE) on the appropriate management of funds and also for alerting students to sources of funding that can facilitate their involvement in international programs.

4.5 BREADTH OF THE POSITION

The incumbent will have a depth and breadth of expertise to provide support to the AD(GE) in coordinating and delivering projects through effective liaison with the Faculty, University and other external stakeholders.

5. Other Information

5.1 ORGANISATION UNIT

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- ▶ Accounting
- ▶ Business Administration
- ▶ Economics
- ▶ Finance
- ▶ Management and Marketing
- ▶ Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- ▶ Academic Support Office
- ▶ Student Employability and Enrichment
- ▶ The Williams Centre for Learning Advancement

- ▶ The Faculty is supported by the following Professional Services Units:

- ▶ Finance
- ▶ Human Resources (including OHS)
- ▶ Research Support
- ▶ Marketing and Communications
- ▶ Service Level and Facilities Management
- ▶ Quality Office

Our Programs

There are around 7,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 48,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

5.2 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

5.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a

significant advancement in the excellence and impact of its research outputs.
<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.4 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

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 <http://www.unimelb.edu.au/unisec/governance.html>.

6. 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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.