



POSITION DESCRIPTION

Projects, Partnerships and Governance Faculty of Medicine, Dentistry and Health

Engagement Project Manager

POSITION NO	0044186
CLASSIFICATION	PSC 8
SALARY	\$99,199 – \$107,370 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term position for 12 months Fixed term type: Specific Task or Project
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
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	Janice Thomas Tel +61 83446321 Email jthomas@unimelb.edu.au <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

Position Summary

The Project Manager will provide high level strategic project management support and advice for specific projects in the Engagement Unit in consultation with the Senior Director. Reporting directly to the Senior Director, the Project Manager is responsible for the day-to-day management of major engagement projects and the Unit's budgets and finances.

1. Key Responsibilities

- ▶ Provide project coordination and support to the Director for projects of varying complexity to ensure the faculty's strategic objectives are met. In particular support to ensure the delivery of the major strategic projects as required under the Faculty's new Strategic Plan.
- ▶ Aligning the community engagement work in the Faculty Strategic Plan, the Project Manager will in consultation with the Senior Director, work with Faculty and the community to facilitate community placed based projects for our students. These projects should have been identified by both the faculty and the community and will aim to have a research component.
- ▶ In consultation with the Senior Director, implement and deliver the existing MMS Student Ambassador Program in its current form and use this model in the development of a long term faculty wide strategy for the program.
- ▶ Effectively establish, build and manage relationships with the engagement team, community partners, students and key Faculty stakeholders.
- ▶ Assist in determining goals and priorities for projects consistent with the scope of the role.
- ▶ Develop and design project plans under the direction of the unit Senior Director. Prepare project briefs, schedules and budgets as required.
- ▶ Track and report on project progress and project risks regularly, escalating issues as appropriate to the Senior Director.
- ▶ Produce project-related communications including on-line reports, minutes, agendas and records of team decisions.
- ▶ Conduct formal and informal presentations to project teams and/or stakeholders.
- ▶ Assist in planning and coordinating with other ongoing projects and activities as needed in order to maximise effectiveness of all related projects.
- ▶ Actively champion a continuous improvement culture, leading improvements and innovations in effective project management systems, methodologies, communications and best practice.
- ▶ In consultation with the Senior Director of Engagement, manage the Engagement Unit operational budget and liaise with Unit staff to ensure regular financial reporting against budget lines.
- ▶ In consultation with the Senior Director produce regular reports for the Engagemnt unit in collaboration with the team managers.
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ High level interpersonal and verbal communication skills with the ability to liaise and influence a range of people across all levels of the organisation
- ▶ Significant and demonstrated project management experience including coordinating management of multiple projects simultaneously.
- ▶ A high level of self-motivation and solution-focus coupled with the ability to utilise initiative to achieve objectives, working independently as well as a member of a team
- ▶ High level problem solving skills with the ability to exercise judgement and initiative
- ▶ 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
- ▶ Demonstrated ability to be adaptive to changing priorities, accepting of new ideas, willing to meet new challenges.
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite.

3. *Job Complexity, Skills, Knowledge*

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent works under broad direction from the Senior Director, Engagement and is expected to exercise a significant level of independence in undertaking the responsibilities of the position.

3.2 PROBLEM SOLVING AND JUDGEMENT

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.

The incumbent needs to exercise a high degree of professional judgement in managing competing priorities, and is expected to work in a collaborative and generous style that fosters teamwork and collaboration beyond the immediate team. The incumbent will routinely make independent decisions in managing their day to day work often in an environment of changing priorities.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position is expected to demonstrate a detailed understanding of the Australian health system, tertiary education industry and to develop a detailed knowledge of the Faculty's strategic agenda, its activities and organisational capabilities.

3.4 BREADTH OF THE POSITION

The incumbent will have extensive interactions with all staff across the Faculty, community partners, students and other key stakeholders and will be expected to establish, build and manage relationships with these groups.

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 University's People Strategy 2015-2020 and policies that address 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 Growing Esteem.

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:

<http://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 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 \$630m 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.

6.2 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>.

6.3 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.

6.4 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/governance>