



THE UNIVERSITY OF
MELBOURNE

POSITION DESCRIPTION

School of Mathematics and Statistics
Faculty of Science

Centre Manager – ARC Centre of Excellence for Mathematical and Statistical Frontiers

POSITION NO	0032902
CLASSIFICATION	PSC 9
SALARY	\$115,726 – \$120,404 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time
BASIS OF EMPLOYMENT	Fixed-term for 12 months
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	Professor Peter Taylor Tel +61 3 8344 6045 Email taylorpg@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 University of Melbourne's School of Mathematics and Statistics hosts the ARC Centre of Excellence for Mathematical and Statistical Frontiers (ACEMS). The Centre is funded by the Australian Research Council and participating institutions: The University of Melbourne (lead), Queensland University of Technology, The University of Adelaide, The University of Queensland, The University of Technology Sydney, The University of New South Wales and Monash University.

ACEMS has seven Partner Organisations, including two international partners: the Australian Institute of Marine Science, the Australian Bureau of Statistics, the Commonwealth Scientific and Industrial Research Organisation (CSIRO), VicRoads, the Sax Institute, AT&T Labs, and MITACS. ACEMS has a further six Industry Affiliate Organisations in its growing Industry Affiliate Program: the Australian Taxation Office, the Australian Red Cross Blood Service, the Australian Institute of Sport, Cancer Council Queensland, the Queensland Academy of Sport and HWASHEN Electronics Company.

The Centre is a collaboration between researchers and end-users that aims to develop and apply new mathematical and statistical models for analysing and interpreting the many kinds and large amounts of complex data that are collected in modern society every day. The Centre's focus is to provide new insight into natural and man-made systems that generates novel solutions to real world problems. This aim is achieved through fundamental research in mathematics and statistics, the integration and translation of research into practice, and training of a new generation of mathematicians and statisticians.

The Centre has been operational from 1 July 2014 until 30 June 2017, when it was reviewed. It will run until 30 June 2021.

The Centre Manager is based in the Centre, in the School of Mathematics and Statistics and will coordinate the strategic, operational, financial, logistic and administrative activities of the Centre across all seven University locations. The Manager is a member of the Centre Executive Committee, and is a senior staff appointment with substantial experience in research administration.

This position reports directly to the Centre Director and works closely with the Manager, Strategy & Operations, the School professional staff administrative team, other professional staff within the Faculty of Science Secretariat, senior professional staff in the Research, Innovation and Commercialisation office as well as academic and professional staff from each of the seven ACEMS nodes. The Centre Manager supervises – directly or indirectly -- 12 Centre professional staff members across the Centre's seven academic nodes.

This position is publicly titled ACEMS Chief Operating Officer.

1. Key Responsibilities

1.1 STRATEGY PLANNING, POLICY AND COMMUNICATION

- ▶ In consultation with the Centre Director, lead the development of the Centre's strategic and operational plans and monitor performance against such plans
- ▶ In consultation with the Centre Director, undertake business planning including development of work plans
- ▶ In consultation with the Centre Director, develop project agreements, budgets and milestones for component projects of the Centre's research programs

- ▶ Manage all reviews and audits, including negotiating, monitoring of contractual obligations, as appropriate, for relevant partner organisations
- ▶ Drive and manage the complex requirements for developing new partner agreements, which includes extensive liaison with Research Offices, lawyers and ACEMS Executive team.
- ▶ Ensure there is a separate intellectual property agreement for each project, in line with the requirements of the partnership agreement. In consultation with Centre Director, address and resolve issues related to intellectual property.
- ▶ Provide high-quality advice to the Centre Director on all matters relating to University policy and procedures
- ▶ Regularly liaise with staff in other nodes to ensure commitments to the Centre are met in a timely manner and are compliant with the Centre Funding Agreement
- ▶ Participate and contribute to relevant Centre committees -- including the Executive Committee, Governance Advisory Board and Scientific Advisory Committee -- as required, and ensure the delivery by other Centre staff of timely agenda, papers and minutes in support of these committee meetings
- ▶ Support the development, preparation and submission of research grant applications and other proposals, such as for a Centre rebid

1.2 LEADERSHIP

- ▶ Be accountable for the leadership and professional development of Professional Staff within the Centre's Melbourne node, including the Finance Officer, Outreach Officer and ACEMS Central and Node Administrator
- ▶ Effectively motivate, coach and manage staff to achieve goals. Provide clear performance expectations, regular feedback and document performance outcomes, ensuring poor performance is addressed and high performance is nurtured and rewarded
- ▶ Maintain a work environment that promotes collaboration, joint planning, and the sharing of knowledge
- ▶ Co-ordinate and support the delivery of exceptional learning environment for the Centre's student cohort of postdoctoral and postgraduate students supervised by the Centre's Chief Investigators
- ▶ Actively participate and contribute to the Victorian ARC Centres of Excellence Chief Operating Officer network, as well as other local and national Centres of Excellence professional staff networks
- ▶ Take on Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5

1.3 FINANCIAL & RESOURCE MANAGEMENT

- ▶ Oversee the financial management and control of the Centre, and administer the annual Centre operating budget
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- ▶ Provide financial and resources policy advice to the Director, Board and Committees
- ▶ Implement and manage a regular financial reporting process covering the Centre and participating institutions to satisfy internal and external reporting requirements

- ▶ Manage grant and contract project management process including budget preparation, ongoing monitoring and reporting, financial deliverables, journal adjustments and invoicing, external and internal reporting and final closure of projects
- ▶ Ensure the Centre's financial activities comply with all internal and external policies, statutes and regulations, relevant legislation, and with requirements of contracts and funding bodies
- ▶ Develop and maintain effective working relationships with Faculty Financial Services Group and senior University staff from central divisions. Oversee the acquisition and maintenance of physical assets such as furniture and other equipment and undertake an annual equipment audit

1.4 OPERATIONAL MANAGEMENT, SERVICE DELIVERY AND COMPLIANCE

- ▶ Ensure effective administration, information, communication and marketing structures and systems to support the Centre's strategic and operational requirements
- ▶ Prepare the Centre Annual Report and other reporting requirements as required by the Australian Research Council
- ▶ Ensure that the Centre meets its Commonwealth and statutory reporting requirements
- ▶ Coordinate staff contracts, recruitment and selection, and liaise closely with Faculty HR on policy matters
- ▶ Coordinate and indirectly supervise all professional staff employed within the Centre's other nodes
- ▶ Liaise with Research, Innovation and Commercialisation post-award teams and other relevant personnel on matters relating to compliance with the Centre Funding Agreement, Funding Rules and mid-term review
- ▶
- ▶ Manage and ensure that the financial and program management activities, and other support services, evolve with the changing needs of the Centre
- ▶ Manage and ensure that processes and structures are in place to ensure all research and industry contracts are administered in a timely and professional manner and comply with the Trade Practices Act

1.5 MARKETING AND BUSINESS DEVELOPMENT

- ▶ In consultation with the Centre's leadership team and external programs officers, the Centre Manager will help to promote and market the Centre's activities both within the University and to external client groups. This will include:
 - Overseeing the development of promotional activities, material, website and publications promoting the Centre and its activities; and
 - Overseeing scientific workshops and business meetings within the Centre.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant postgraduate qualification and extensive relevant experience, or extensive management experience and proven management expertise, or an equivalent combination of relevant experience and/or education/training
- ▶ Proven ability to provide high level conceptual, analytical advice in addition to the ability to interpret, formulate and implement policy
- ▶ Demonstrated ability to lead and motivate staff in a complex environment including experience in customer orientation, staff performance management and conflict resolution
- ▶ Demonstrated substantial budget management experience, including the ability to develop complex budgets, provide financial models and understand and interpret financial reports
- ▶ Excellent communication and interpersonal skills including the demonstrated ability present information clearly in person and in writing, influence and negotiate, and to interact both discretely and effectively with a diverse range of people, including scientists, university administrators, sponsor agencies and the general public
- ▶ Excellent organisational and time management skills and demonstrated ability to manage and respond to changing priorities and deadlines
- ▶ Demonstrated experience in the establishment and maintenance of administrative procedures and systems including records management
- ▶ Demonstrated ability to manage a complex multi-institute operation within the University framework
- ▶ Demonstrated leadership and management skills and the ability to encourage a collaborative work environment and an orientation towards achievement of goals
- ▶ Advanced computational skills and experience using the Microsoft Office suite of products, including Word, Excel, PowerPoint, Access and Outlook, plus proficiency in desktop publishing, database development and management, electronic diary management, client relationship management and internet research skills

2.2 DESIRABLE

- ▶ Experience of or familiarity with research in the mathematical sciences or equivalent
- ▶ Familiarity with the University's policies, procedures and systems
- ▶ Knowledge of Themis or other similar administrative systems

2.3 SPECIAL REQUIREMENTS

- ▶ Willingness and ability to undertake occasional interstate travel
- ▶ A flexible approach to working hours is necessary as occasionally some activities will be held outside working hours

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Centre Manager operates under the broad direction of the Centre Director and is expected to work independently and autonomously on the achievement of the objectives of the role.

The Centre Manager must be able to understand and assess the impact of decisions made within the University as well as changes in the external environment and make decisions based on these assessments, often with limited direction. The incumbent is responsible for time-management and prioritising of tasks.

Significant responsibility in delegated areas is conferred on this position to ensure that administratively the Centre operates in accordance with and complies with a range of University policies and procedures.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Centre Manager is required to research and develop strategic, operational and business plans for the Centre and its Board as well as the Australian Research Council.

The occupant will have excellent problem-solving skills and a logical, process based approach to financial management in order to develop sound administrative systems and controls for the Centre's financial resources

The ability to anticipate problems and recommend possible solutions to the Director is also expected.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to have a comprehensive knowledge of the organisational structure, workplace culture and protocols, strategic objectives and policies of the University and how this impacts on the Centre. A detailed knowledge of the resources available across the University should also be maintained.

The position requires current detailed knowledge of the University Compliance Program, an understanding of accounting principles and concepts, familiarity with complexity of intellectual property in an academic setting, plus knowledge of computer systems and of financial management.

The position requires a range of high-level interpersonal skills that inspire confidence, and enable all staff to work effectively within a collegial, team environment, and be recognised for their achievements.

3.4 RESOURCE MANAGEMENT

The position will administer the annual centre budget, which is approximately \$4.3m cash and \$5m in-kind per year. The position also provides support and advice to academic staff, students and research participants of the Centre.

The Centre Manager will lead and motivate professional staff for the Centre ensuring that services are delivered at a high standard. There are 3 direct reports and 9 indirect reports.

3.5 BREADTH OF THE POSITION

The position acts across a range of complex policy and operational issues associated with the activities of the Centre. The Centre Manager is expected to interpret policy and provide high quality advice to support the management and strategic initiatives of the Centre. Importantly, the Centre Manager must be able to provide oversight and cohesion across all seven academic nodes of the Centre.

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 SCHOOL OF MATHEMATICS AND STATISTICS

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of subjects

to undergraduate and postgraduate students and is involved in aspects of community life that impact on the interests of the School and the discipline.

The School of Mathematics and Statistics has a total of 52 continuing teaching and research staff; two fixed-term teaching and research staff; 26 research only staff; 11 teaching specialists, five academic specialists; and 12 support staff. The School has over 100 casual and honorary staff. In 2016, there were 88 PhD and 78 Masters students. Two members of the School staff and one Emeritus Professor are members of the Academy of Science.

Infrastructure support for research and basic information technology facilities are provided to all members of the School. Special facilities such as high end workstations and salaries for research fellows are supported through individual competitive external research grants. Members of the School have had considerable success at attracting support from the Australian Research Council. The School hosts one ARC Centre of Excellence and has ARC Laureate, Future and DECRA Fellows amongst its staff group.

It is one of the objectives of the University to develop and maintain a strong international profile. In this context, members of the School have strong collaborative links with colleagues in the United States of America, most countries in Europe and the Asia-Pacific region.

The www address of the School of Mathematics and Statistics is
<http://www.ms.unimelb.edu.au>

6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au/>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$70 million in HERDC income per annum. The

Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

*Figures from the latest available data for 2015, including published international rankings data.

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 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.

6.5 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/governance>