



## POSITION DESCRIPTION

Melbourne Law School

### Graduate Services Coordinator (Mentoring)

POSITION NO	0042940
CLASSIFICATION	PSC 6
SALARY	\$79,910 to \$86,499 p.a
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Justine Block Tel +61 3 9035 8024 Email: <a href="mailto:justine.block@unimelb.edu.au">justine.block@unimelb.edu.au</a> <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Graduate Services Coordinator positions work collaboratively across the suite of enrichment activities offered by Melbourne Law School (MLS). Enrichment activities include the delivery of Wellbeing, Mentoring, Work Integrated Learning, International Experiences and Careers programs. These positions also deliver enrichment projects, such as scholarships and prizes, orientation, open days and other law school events and provides broader support to the Academic Services Office.

The position is primarily responsible for the co-ordination of the MLS Mentor Program. This highly successful program facilitates mentoring relationships between current MLS students and both alumni and non-alumni mentors for both student career development and alumni volunteer engagement. In addition, this role project manages the Masters' students orientation program.

### ***1. Key Responsibilities***

- ▶ Work collaboratively with Alumni Relations and central University teams to deliver the MLS mentor program.
- ▶ Efficiently manage all administrative systems and processes for all matters relating to the mentor program including gaining mastery of Chronos, the University's mentor platform.
- ▶ Promote mentoring opportunities to current students including planning and coordination of information sessions, communications and promotional materials.
- ▶ Work with Alumni Relations to recruit mentors to ensure all students form at least one mentor relationship in their time at MLS.
- ▶ Coordinate major mentor events including information sessions and networking functions.
- ▶ Provide timely and regularly reports on the mentor program outcomes.
- ▶ Manage application enquiries and FAQs in relation to the mentor program.
- ▶ Work to develop best practice in both recruiting and matching students and mentors.
- ▶ Manage the bi-annual Melbourne Law Masters Orientation program for both international and domestic students.
- ▶ Work as part of the broader Academic Support Office and provide support, as required.
- ▶ Participate in, and contribute to, coverage of peak period activities across the team to enable Melbourne Law School to meet its operational obligations and agreed service levels. Undertake job tasks relevant to the team, functions and service outside this role as required.
- ▶ Adhere to compliance and quality assurance, in line with requirements under the University's risk management framework including Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

### ***2. Selection Criteria***

#### **2.1 ESSENTIAL**

- ▶ A tertiary degree with subsequent relevant experience or an equivalent combination of relevant experience and/or education and training.
- ▶ Knowledge and/or experience of engaging with and delivering value to both internal and external stakeholders for the benefit of the organisation.

- ▶ Excellent interpersonal and networking skills with the ability to develop relationships and liaise with a wide range of internal and external stakeholders at all levels, particularly alumni and students.
- ▶ Strong planning and organisational skills in scheduling activities, prioritising and meeting timelines with the ability to work flexibly under pressure in a busy and changing environment.
- ▶ Proven administrative ability including developing systems and/or processes and tracking and measuring outcomes.
- ▶ Strong written and verbal communication skills with a strong attention to detail.
- ▶ Ability to work collaboratively, positively and flexibly both in a team and independently in a busy environment with changing demands.

## **2.2 DESIRABLE**

- ▶ Knowledge of the tertiary education sector (specifically legal tertiary education) and an understanding of the University and its courses.
- ▶ Previous experience in program management within the tertiary education sector.
- ▶ A knowledge of University IT systems including Themis, ISIS and Nexus

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent will work under the direction of the Manager, Graduate Services and Careers and has a level of independence in determining the appropriate application of the established methods, tasks and sequences to ensure that all course and student administration processes are undertaken in a timely and efficient manner. The incumbent will require excellent organisational skills and the ability to work independently, and as a member of a team.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

A high degree of professional judgement is required of this position. The incumbent is required to exercise problem solving ability and judgement of a high level on a day-to-day basis, particularly in prioritising competing work demands and addressing matters of sensitivity and responsiveness. The position involves contact with a wide range of clients including Faculty and University staff, students, members of the legal community and the general public.

### **3.3 RESOURCE MANAGEMENT**

The incumbent is responsible for efficient time management and effective use of work resources.

## ***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 service 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/topics/responsibilities/>

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

## **6. Other Information**

### **6.1 ORGANISATION UNIT**

[www.law.unimelb.edu.au](http://www.law.unimelb.edu.au)

Melbourne Law School is Australia's first all-graduate law faculty. Melbourne Law School was the first faculty in Australia to teach law, and awarded this country's first law degrees. The Law School is now fully graduate with its Juris Doctor for admission to practice recognised as a high level qualification in Australia and beyond. Coupled with the unrivalled excellence of the Melbourne Law Masters and its excellent Research Higher Degree programs, the Law School offers a unique opportunity for the integration of scholarship and teaching.

Its faculty is a vibrant community of creative scholars, committed to a highly collegial, research-intensive institutional life. The Law School has particular strengths in comparative analysis. It aims to integrate teaching with research and engagement activities and to engage with local, national and global communities.

The Law School is a single department faculty located in a custom designed building in University Square. The Law School has approximately 2,200 graduate students (including JD, Melbourne Law Masters and Research High Degrees).

### Research

The international reputation of the School is closely linked to the range and quality of its research programs.

The School has several research Institutes, Centres, Networks and Groups which provide a focus for scholarly interaction, including:

ARC Laureate Program in Constitutional Law
ARC Laureate Program in International Law
Asian Law Centre (ALC)
Asia Pacific Centre for Military Law (APCML)
Centre for Comparative Constitutional Studies (CCCS)
Centre for Corporate Law and Securities Regulation (CCLSR)
Centre for Employment and Labour Relations Law (CELRL)
Centre for Indonesian Law, Islam and Society (CILIS)
Centre for Media & Communications Law (CMCL)
Competition Law and Economics Network (CLEN)
Centre for Resources Energy and Environmental Law (CREEL)
Civil Justice Research Group (CJRG)
Electoral Regulation Research Network (ERRN)
Family and Children's Law Network
Global Economic Law Network (GELN)
Institute for International Law and the Humanities (IILAH)
Intellectual Property Research Institute of Australia (IPRIA)
Obligations Group (OG)
The Tax Group
Transactional Law

## 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>