



POSITION DESCRIPTION

Academic Support Office
Faculty of Business and Economics

Senior Scholarships Officer

POSITION NO	0041085
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time 1.0 FTE
BASIS OF EMPLOYMENT	Continuing
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	Ellen Gavva Tel +61 3 8344 6322 Email elleng@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 Faculty of Business and Economics Scholarships team is responsible for coordinating, administering, supporting and promoting all faculty scholarship programs, award of scholarships and prizes, ongoing financial management of the scholarships program and payments to scholarship and prizes holders. Through the effective delivery of its scholarship function the FBE Scholarships team plays a key role in supporting the Academic Support Office goals.

The Senior Scholarships Officer will support the Scholarships Manager with the development and implementation of Faculty scholarships procedures and administration of various tasks that support the awarding and monitoring of scholarships and prizes in the Faculty of Business and Economics.

The Senior Scholarships Officer is required to work effectively with a diverse range of stakeholders, including University Services, academics and professional staff from across the University and is expected to ensure high quality and timely delivery of services.

1. Key Responsibilities

1.1 SCHOLARSHIP PROGRAM AND PRIZES ADMINISTRATION

- ▶ Coordinate the administration of a wide range of scholarship applications and assist with the selection of scholarship recipients. This may include assisting with receipt of applications and supporting documentation, initial application review, organise selection panels and communicate with applicants.
- ▶ Coordinate and administer individual scholarships and prizes awarding process including offers and student payments.
- ▶ Coordinate academic progress reviews of scholarship recipients' outcomes to ensure the timely advice to students and continuation/cancellation of payments and benefits is correct and appropriate.
- ▶ Provide administrative support for various Faculty Scholarship Selection Committee.
- ▶ Coordinate various Scholarship award ceremonies including Welcome Evenings for new scholarship recipients.
- ▶ Coordinate the annual Deans Honours list award ceremony for undergraduate students.

1.2 POLICY, PLANNING AND ADVICE

- ▶ Liaise and develop networks with staff involved in scholarship promotion and management across the University.
- ▶ Respond to more complex enquiries which have been escalated by the Scholarship Support Officers. This may require investigation and liaison with other parts of the University.

1.3 FINANCIAL MANAGEMENT

- ▶ Assist with coordination of scholarship, prizes and studentship payments and adjustments to payments. This may include monitoring and verifying that students receive the correct payments and benefits thereafter; and making adjustments to payments and benefits as required.

- ▶ Contribute to financial planning and budget management activities as required. This may involve collecting/collating data, analysing data, and preparing reports.
- ▶ Provide statistical financial data on scholarship payments.

1.4 OTHER DUTIES

- ▶ Edit FBE Scholarships processes in to Promapp.
- ▶ Take reasonable care for own health and safety and that of other personnel who may be affected by their conduct.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree with subsequent relevant experience in large and complex organisations or extensive experience and specialist expertise or an equivalent combination of relevant experience and/or education/training.
- ▶ High-level organisational and administrative skills, including the ability to work independently, adopt a systematic approach to tasks, prioritise work tasks, and meet deadlines at required standards.
- ▶ Demonstrated commitment to working as part of a team, and willingness to contribute positively to the FBE Scholarships programs.

Proven experience in managing projects to successful completion, including the ability to implement system and procedural improvements to enhance system functionality
- ▶ Advanced skills in Microsoft Excel and the capacity to prepare reports by gathering and analysing data.
- ▶ Demonstrated strong interpersonal skill, including the capacity to understand and communicate specialist and complex information to people from a range of backgrounds with varying needs.
- ▶ Excellent numeracy skills and the capacity to contribute to financial management activities.
- ▶ Demonstrated moderate supervisory or mentoring capacity for junior team members.

2.2 DESIRABLE

- ▶ Experience in using student administration system (Student One).
- ▶ Sound knowledge of the administrative systems used to manage scholarships at the university.

3. Special Requirements

- ▶ A flexible approach to working hours is necessary as some activities are held outside normal office hours.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Senior Scholarships Officer will operate with a degree of autonomy under the broad direction of the Scholarships Manager, Academic Support Office. The incumbent is responsible for the scheduling and prioritisation of tasks to ensure that the team's goals and objectives are met.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Senior Scholarships Officer works within the broad framework of University and Faculty policies and is expected to exercise judgement in resolving problems relating to the day-to-day running of the activities for which he or she is responsible as well as propose and develop preventative measures to mitigate future problems detected. The incumbent will be expected to produce analytical reports on scholarships for consideration by senior Academic Support Office managers.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

A detailed knowledge of the University's administrative policies and procedures is required, especially where they relate to scholarships, prize and studentship management and payments, along with the capacity to work with a range of people at different levels within the University, and externally.

4.4 RESOURCE MANAGEMENT

To work closely with the Scholarships Manager, Finance team and Advancement team in monitoring and management of the Faculty Scholarships, prizes and Trust budgets and monitor the budget allocated for Award ceremonies.

4.5 BREADTH OF THE POSITION

The Senior Scholarships Officer will be expected to develop relationships and work closely with a diverse range of stakeholders –academic staff, professional staff, potential students, and associated organisations.

5. 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.

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/people/community/responsibilities-of-personnel>

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

7. Other Information

7.1 ORGANISATION UNIT

The Academic Support Office in the Faculty of Business and Economics is tasked with managing recruitment activities, graduate coursework selection and admissions, and providing Scholarships and Academic Program management of all courses from undergraduate to doctoral level.

These tasks include providing a first point of contact for prospective graduate and PhD students, undertaking recruitment events both locally and internationally, processing applications for admissions and managing the selection process, and assessing and managing scholarship, prizes and studentship applications and payments. Extensive support is also provided to current students enrolled in specialist masters and doctoral programs. The team provides committee support, manages the annual course and subject change process, is responsible for program accreditation renewals and works directly with senior academic staff on the resolution of complex student issues. All team members work closely with various stakeholders across the Faculty and University.

7.2 BUDGET DIVISION

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

Administrative support to the Departments, Units and Centres is provided by the following:

- 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.

7.3 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>.

7.4 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.

7.5 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>