



## POSITION DESCRIPTION

School of Agriculture and Food  
Faculty of Veterinary and Agricultural Sciences

### Project Coordinator

POSITION NO	0043256
CLASSIFICATION	PSC 6
SALARY	\$79,910 – \$86,499 per annum
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full Time
BASIS OF EMPLOYMENT	Fixed Term for 2 years from commencement
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	Professor Mohan Singh Tel +61 3 8344 5051 Email <a href="mailto:mohan@unimelb.edu.au">mohan@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***

### **ABOUT THE POSITION**

The Faculty of Veterinary and Agricultural Sciences has recently undergone a restructure and to assist with the establishment and development of the new School of Agriculture and Food a role has been created to manage a number of projects to support the School's initiatives and growth.

Working under general direction of the Head of School, the Project Coordinator will work on a number of initiatives and projects that will require a high degree of initiative, autonomy, maturity, discretion and teamwork. Being able to source information from within the School, Faculty, wider University and external community will be an important aspect of this position as well as being able to work with a number of senior professional and academic staff, to tight deadlines.

The Project Coordinator will be required to assist with project planning, project development and business case processes, while ensuring compliance with relevant internal and external guidelines are met.

The Project Coordinator will need to be enthusiastic, have excellent written and verbal communication skills, attention to detail as well as the ability to prioritise work to meet timelines.

In addition, the Project Coordinator will be required to provide day to day administrative support to the Head of School.

### **ABOUT US**

The University of Melbourne has affirmed its position as the number one university in Australia, and remains among the fastest-rising research universities in the world's top 100, according to the Academic Ranking of World Universities (ARWU). It is counted among the best universities in the world – 33 by the Times Higher Education (THE) and 32 by the US News and World Report Rankings. Please visit [Tradition of Excellence](#) for further information.

The Faculty of Veterinary and Agricultural Sciences provide over 20 courses and 300 subjects to approximately 3,500 equivalent full time students. The Faculty provides the only professional entry veterinary program in Victoria and the Bachelor of Agriculture is the fastest growing undergraduate degree in Australia. The University of Melbourne's agriculture program is the largest in Victoria and ranked 36 in the world, whilst the Doctor of Veterinary Medicine program was the first graduate veterinary professional entry program in Australia. The Faculty is ideally placed to contemplate changes that have far-reaching consequences on its teaching, engagement and research.

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

### **1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY**

- ▶ Represent the Head of Schools office and the Faculty in a professional manner and act as first point of contact for the Head of School.
- ▶ Provide a high degree of initiative to assist with projects and project planning.
- ▶ Monitor and provide input on projects ensuring the Head of School remains informed on progress and seeking advice when required.
- ▶ Assist in the management of budgets and timelines and ensure projects are delivered within the required timelines and within budget.

- ▶ Undertake research by gathering information, reviewing documentation and analysing data to assist in the preparation of written material including reports, submissions, presentations and correspondence. This will require working under general direction, with relevant staff and teams within the School, Faculty, and wider University and at times, external stakeholders.
- ▶ Manage key meetings and events and liaising with staff across the School, Faculty and University as well as drafting and preparing agendas, papers and documents as required, co-ordinating the preparation of presentations.
- ▶ Assist in the project management of both long and short term projects.
- ▶ Provide support and assistance, including administrative assistance, to the Head of School and other senior members of staff, if required, to achieve objectives and meet critical deadlines.
- ▶ Proof read and correct material prior to release as well as communicate on behalf of the Head of School on day to day matters.
- ▶ Establish a communication network to ensure staff of the School are kept informed on School matters.
- ▶ Liaise with Human Resources, Finance and other faculty teams in regard to University policy and process.
- ▶ Act as the Department Administrator for the School which may include using Oracle and other University programs such as eRecruitment/Pageup.
- ▶ Ensure the Head of School is informed of any critical information which may impact on the areas of the Faculty of Head of Schools office either positively or negatively.

## 1.2 INNOVATION AND IMPROVEMENT

- ▶ Assist the Head of School in developing open lines of communication to the School.
- ▶ Recommend and develop process improvements to assist in the smooth information flow as necessary for the Head of School.
- ▶ Develop innovative solutions for issues and take responsibility of outcomes.

## 1.3 COLLABORATION AND LEADERSHIP

- ▶ Develop and maintain crucial internal relationships and work closely with key internal stakeholders to scope and estimate projects.
- ▶ Foster and build positive relationship with offices that impact on the area such as Chancellery, University Services, Research office, etc.
- ▶ Build and foster relationships with other support roles, such as Executive Assistants and Executive Officers across the Faculty.
- ▶ Lead by example and take a role in guiding, influencing and advising more junior staff as appropriate.

## 2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

## 2.1 ESSENTIAL

- ▶ A degree with relevant subsequent experience or extensive experience in project and administrative related work or a combination of relevant experience and/or education and training.
- ▶ Demonstrated ability and experience to undertake and coordinate projects, meeting timelines and budget.
- ▶ Demonstrated experience in the provision of a range of high level support to senior staff with a demonstrated capacity to exercise judgement, initiative, diplomacy and discretion.
- ▶ Demonstrated ability to be flexible and self-motivated as well as work autonomously and as part of a team.
- ▶ Demonstrated evidence of attention to detail, excellent written and interpersonal communication skills with the ability to draft, prepare and proof read documents.
- ▶ Demonstrated ability to manage a range of administrative tasks including diary management, overseas travel and events.
- ▶ Demonstrated ability to negotiate and liaise with a wide range of stakeholders.
- ▶ Competent working with the Office suite of applications.

## 2.2 DESIRABLE

- ▶ Experience in or an understanding of, the higher education sector, preferably within a large University.
- ▶ Familiarity with University administrative systems, processes, policies and procedures.
- ▶ Familiarity with Oracle or similar programs.

## 2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- ▶ Must be able to travel as required, but infrequently, between Parkville, Werribee and Dookie Campus. The latter may require an overnight stay.
- ▶ You may be required to work outside of hours if attendance at an event is required.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position works under general to broad direction from the Head of School and is required to work autonomously and, at time, will be required to make decisions guided by policy and precedent as well as having the latitude to interpret policy as long as other work areas are not affected. The role is required to work closely with the Head of School but will refer to others when necessary.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The position is expected to use judgement in all areas related to the Head of School's office and has the discretion to innovate within the areas and take responsibility for outcomes. The role will undertake planning and projects which may require some resource allocation.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent will be expected to have a well developed understanding of administration and project work as well as contributing within a team environment, including a sound knowledge of the University, Faculty and School and how these structures inter-relate. The incumbent will also be required to have a sound knowledge of University policy and procedures as well as University and Faculty strategic and operational plans.

### **3.4 RESOURCE MANAGEMENT**

The position will be required to work to budgets and timelines on projects and may be required to organise or have input into events both within and outside the University.

### **3.5 BREADTH OF THE POSITION**

The position will be required to interact with a broad range of clients, within and outside the University. It is important that the incumbent builds strong working relationships and networks and effectively and appropriately interact with a variety of staff across the University, as well as with industry partners. It is important that the School, Faculty and University is professionally represented at all times.

## ***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 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES**

<http://fvas.unimelb.edu.au/>

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health', in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

### **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>