



POSITION DESCRIPTION

Melbourne Disability Institute
Melbourne Graduate School of Education

Executive Officer

POSITION NO	0045045
CLASSIFICATION	PSCHEW 8
SALARY	\$99,199 – \$ 107,370 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1.0 FTE)
EMPLOYMENT TYPE	Fixed-term position for 6 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.
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For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

In 2018 the University of Melbourne is establishing the Melbourne Disability Institute (MDI), the newest of the University's 'virtual' research institutes. The MDI will facilitate and develop interdisciplinary disability research across the University and with external partners including government, non-government organisations, peak bodies, and people with disability and their families.

The National Disability Insurance Scheme (NDIS) is building the best database on disability in the world and there are major opportunities through Big Data to undertake research that is of world-wide interest.

The Institute has an ambitious agenda to position the University as an Australian and international leader in disability research that improves outcomes for people with disability and their families.

MDI is developing key interdisciplinary research themes which should align with the NDIS and the National Disability Strategy. Areas of potential interest include: equity of opportunity; quality of life; harnessing markets to serve people with disability; inclusive communities and, optimising disability (and human services) policies.

The Executive Officer will work with the MDI's leadership team to develop the Institute's five-year strategic plan and governance structures. The Executive Officer will have high level skills in strategic thinking and planning; demonstrated excellence in building productive relationships within the University and externally; and outstanding skills in project management.

There are also major opportunities for the position to contribute to the University's graduate and postgraduate teaching programs, partner with start-ups and innovators seeking an evidence base for their businesses, consult and engage in public policy development and with the wider community.

1. Key Responsibilities

The Executive Officer will provide high level strategic and operational support to the Director and Academic Director. The key output from this six months is to develop a five-year Strategic Plan.

The Executive Officer will:

1. Scope the University's capability in disability research

- Identify and collate current and emerging teaching and research activities in disability across the University, including through the Disability Hallmark Initiative
- Identify and collate the collaborations and contributions of University partners in disability research including government, non-government organisations, philanthropy and peak bodies
- Build relationships with academics across the University to identify new research opportunities including with those not currently engaged in disability research
- Identify partners for the University that provide opportunities to advance disability research
- Produce a high-level document that brings together current research activities and partnerships and identifies new possibilities that can inform strategic planning.

2. Develop the Institute's Strategic Plan

- Coordinate and manage the strategic planning process
- Identify key stakeholders within the University and externally and facilitate their input into the strategic plan
- Synthesise the information collected from strategic planning consultations to identify

- key themes and priorities
- Work with the Director and Academic Director and the Strategic Planning Committee to identify key priorities and strategies for the Institute
- Identify key actions and deliverables and a timeline.

3. Produce promotional material for external stakeholders

- Produce a range of tailored documents that 'pitch' the MDI's capacity and potential to partners including government, non-government organisations and peak bodies
- Produce documents to 'pitch' the Institute to philanthropists and other potential funders.

While the Strategic Plan is being developed, the Executive Officer will:

4. Facilitate external engagement and partnership development

- Respond to opportunities to develop and build relationships with key community, government and philanthropic organisations and facilitate engagement with relevant University researchers
- Where appropriate, develop strategic and formal partnerships with key organisations to support long-term collaborative research and engagement activities
- Represent the MDI and develop existing University partnerships
- Commence MDI's public engagement activities
- Encourage the active engagement of communities in identifying and developing research projects, in collaboration with University researchers.

5. Facilitate research development and funding

- Together with the Director and Academic Director, facilitate (and where appropriate, commission) interdisciplinary and collaborative research projects in line with MDI's emerging priorities
- Identify and respond to University research and advancement initiatives relevant to MDI
- Identify potential links and funding opportunities both within the University and externally and develop funding applications/proposals as required.

2. Selection Criteria

2.1 ESSENTIAL

- A relevant tertiary qualification and proven high-level expertise in strategic planning, management and budgeting
- Demonstrated capacity to work effectively across Faculties and centrally in the University
- Demonstrated capacity to build and maintain external partnerships with a range of stakeholders
- Demonstrated capacity to identify opportunities for partnership and collaboration in interdisciplinary research within the University and beyond
- Initiative and demonstrated capacity to think creatively
- Outstanding communication skills with a wide range of academic and non-academic audiences

- High level organisational, financial and time management skills
- Demonstrated business development expertise
- Demonstrated ability to manage projects and balance changing priorities and deadlines.
- Excellent interpersonal skills, business writing and presentation skills

2.2 DESIRABLE

- Extensive knowledge of the disability sector
- Lived experience of disability
- Extensive knowledge of the University's administrative policies and procedures.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This is a senior professional position within MDI, reporting directly to the Directors. The position exercises a high level of independence and develops strategic direction with minimum supervision from the Director and Academic Director.

The incumbent will demonstrate sound judgement, clear decision-making and ready use of initiative. A 'can do' attitude is essential, as part of a very small start-up team at MDI. He or she will be responsible for managing all operational matters at the MDI. The incumbent will liaise with external and internal partners.

The incumbent will also supervise MDI's professional staff. Any contracted technical personnel – for example website technicians, graphic designers – will receive their briefings via the Executive Officer, who will oversee the successful completion of assigned work.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will support the Director and Academic Director in the development of the Strategic Plan and budgets for MDI. He or she will be required to exercise clear business judgement and substantial innovation when planning and developing strategies for MDI for the next 5 years.

Given MDI's novel and innovative nature, the incumbent will engage with a wide range of problem solving. He or she will be responsible for developing MDI's operational procedures and will ensure these integrate effectively with existing organisational structures and adhere to the relevant University policies.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will have a broad knowledge of University policies relating to research and teaching activities and will have a competent understanding of policies relevant to the administrative, financial and human resources aspects of the operation of a University department or unit. Beyond this, a broad understanding of the wider University context and knowledge of current trends and issues facing the tertiary education sector would be desirable.

The Executive Officer should have a strong working knowledge of standard computer packages such as MS Office.

3.4 RESOURCE MANAGEMENT

Financial and resource management

In liaison with the Director and Academic Director, the Executive Officer will manage the overall MDI budget, with delegation to project managers where necessary; coordinate drafting of the annual budgets and maintain close control of all expenditure against the budget.

Activity and communications management

Maintain close control of all MDI deliverables, activities and achievements. Oversee the MDI website and ensure that it is informative, relevant and up-to-date.

Policy development

In conjunction with the Director, develop relevant, high-level policies to ensure the efficient and effective management of MDI, its engagement with external organisations and its involvement of researchers from across the University of Melbourne.

3.5 BREADTH OF THE POSITION

The position acts across a range of complex policy and operational issues associated with the administration and management of MDI. The incumbent will be required to undertake a wide range of tasks and to interact effectively with researchers, managers, disability sector partners, governments, and senior University personnel.

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

Melbourne Graduate School of Education

MDI is hosted by the Melbourne Graduate School of Education at the University of Melbourne. MDI is one of a set of research Institutes at the University of Melbourne that help foster interdisciplinary research across the University on areas of community concern.

6.2 BUDGET DIVISION

Our Vision:

A society in which education enables full and equitable participation.

Our Mission

Through effective collaborations, we will deliver:

relevant, high quality, high impact research

research-informed, clinical teacher education that develops graduates with the capacity to inspire and improve individual learning outcomes

outstanding quality postgraduate studies for professionals.

The Melbourne Graduate School of Education (MGSE) is Australia's number 1 and among the world's finest for Education (QS World Rankings by Subject).

MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching, and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: education.unimelb.edu.au

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>