



POSITION DESCRIPTION

Centre for Market Design, Department of Economics
Faculty of Business and Economics

Administration & Events Officer

POSITION NO	0039010
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.6FTE)
BASIS OF EMPLOYMENT	Fixed-term position available for 1 year
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	Anna Steer Tel +61 3 8344 3095 Email asteer@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 Centre for Market Design (CMD) is a research centre based within the Faculty of Business and Economic and is jointly funded by the Commonwealth Treasury, the Victorian Department of Treasury and Finance and the University of Melbourne. It supports government policy innovation by applying economic design techniques to public policy, procurement and resource allocation problems.

Working under the direction of the CMD Business Manager, Administration and Events Officer will work collaboratively with professional and academic colleagues to support development and delivery of the breadth of the Centre's programs including executive education programs, seminars, conferences and other events. The incumbent will also provide assistance to the Centre's research and policy projects including financial processing and administrative support.

The successful candidate will be required to undertake a number of concurrent tasks demonstrating organisational, prioritisation and time management skills, which are critical to this position.

The Administration and Event Officer will be required to provide a high level of customer service to internal and external stakeholders on a daily basis. It is expected that the incumbent will gain a strong understanding of the relationships, priorities and projects of the Centre to assist in the achievement of goals.

1. Key Responsibilities

ADMINISTRATION AND OFFICE SUPPORT

- ▶ Providing general office coordination such as arranging building access, IT and equipment for new staff and visitors, and ordering stationery and equipment supplies.
- ▶ Prepare and process invoices (receivable and payable), reimbursements, reconciliation of purchasing cards, prepare standard contracts, and monitor event income and expenditure against budgets.
- ▶ Develop and maintain excellent working relationship with the CMD's stakeholders such as students, participants, presenters, sponsors, the University and external funding agencies to ensure they receive information in a timely manner and are provided with highly professional support.
- ▶ Organise travel arrangements including bookings, itineraries and diaries in line with University policy and procedures.
- ▶ Actively work with the key stakeholders at the Centre and University to develop and improve administrative systems to enable high standards of responsive customer service to our internal and external clients, as well as record management.
- ▶ Undertake other tasks and projects to support the CMD and Department of Economics as directed by CMD Business Manager, CMD Director and Department Manager to support administration requirements.

EVENT MANAGEMENT

- ▶ Coordinate the delivery of courses and events in collaboration with relevant professional and academic staff.
- ▶ Respond to enquiries and registrations for CMD events, and provide clients with ongoing high level professional support, ensuring registrations are processed promptly and with a high degree of accuracy.
- ▶ Liaise with service providers including venues, accommodation and catering, to obtain quotes, confirm services and coordinate arrangements for events.
- ▶ Maintain accurate records of programs and events plans such as recording enquiries, presenter information, maintaining the CMD database and other relevant information.
- ▶ Support the Centre's review and evaluation of activities including preparing event evaluation forms, the collection of relevant event data and participating in review processes to provide recommendations to the leadership team on how to improve events, increase participation and better support our key stakeholders.

COMMUNICATIONS AND MARKETING SUPPORT

- ▶ Preparation and distribution of publicity material including content and uploading of material for web pages.
- ▶ Assist as required the implementation of relevant marketing and communication plans in consultation with the Manager, Communications and Engagement, and relevant professional and academic staff.

RESPONSIBILITY AND COMPLIANCE

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.
- ▶ All staff are expected to maintain the following behaviours:
 - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity.
 - Be an effective team player who is cooperative and easily gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria**2.1 ESSENTIAL**

- ▶ A relevant degree or diploma and subsequent work experience, or an equivalent combination of relevant experience and/or education/training.
- ▶ High level interpersonal skills, verbal and written communication skills with the ability to build positive and collaborative relationships with a range of people across all levels of the organisation.
- ▶ Demonstrated experience in the coordination of high quality events, courses and/or other public programs providing exceptional customer service to a diverse range of clients.
- ▶ Experience monitoring income and expenditure against budget, contracting and paying suppliers, raising invoices and reconciling on completion within a structured financial environment.

- ▶ Demonstrated problem solving skills and initiative in finding solutions, as well as judgement about when to seek further advice.
- ▶ Well-developed organisational and time management skills with the ability to work under pressure and manage competing demands and prioritise tasks and meet deadlines.
- ▶ High level computer literacy and experience in an office environment including word processing, spread sheet, database, PowerPoint and website maintenance.
- ▶ Ability to work independently and as part of a team to achieve results.

2.2 DESIRABLE

- ▶ Experience and demonstrated achievement in an administrative role within the university environment.

3. *Special Requirements*

- ▶ This role will require some afterhours work.

4. *Job Complexity, Skills, Knowledge*

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Event and Administration Officer will work with a high level of independence and initiative under the general direction CMD leadership group and within a team structure to enable efficient and timely delivery of the Centre's work plan. The formal reporting line is to the CMD Business Manager.

The position requires enthusiasm, initiative, flexibility and the ability to prioritise and manage a wide range of activities.

4.2 PROBLEM-SOLVING AND JUDGEMENT

The Event and Administration Officer will exercise sound judgement in prioritising work, managing competing demands, and demonstrating the ability to learn quickly.

The incumbent is expected to demonstrate innovative problem-solving skills and initiative in finding solutions, as well as judgement about when to seek further advice.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

In this role the incumbent will develop a broad knowledge for the full suite of programs and projects delivered by the CMD enabling them to provide general information regarding these activities where appropriate, as well as an in depth understanding of the activities for which they are responsible.

The Event and Administration Officer will develop a strong understanding of the roles of all staff within the CMD, as well as the relevant contacts within the Faculty of Business and Economics and the University more broadly.

The Event and Administration Officer will quickly develop and maintain a comprehensive and up-to-date knowledge of relevant University policy and procedures, University

academic and administrative structures and the role of key external groups with which the Centre interacts.

4.4 BREADTH OF THE POSITION

The Event and Administration Officer communicates both internally and externally with a wide range of clients, stakeholders, suppliers and collaborative partners including senior academic and administrative staff and their offices, program participants, senior staff from other faculties and departments, and representatives from government and other educational organisations and external bodies.

The position covers a wide range of administrative tasks relying on a broad understanding of the University's mission, goals and structure and of University policy and procedures relevant to departmental administration.

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

www.cmd.org.au

Established in April 2012, the Centre for Market Design (CMD) is a research centre jointly funded by the Commonwealth Treasury, the Victorian Department of Treasury and Finance and the University of Melbourne. The CMD aims to improve the efficiency of institutions and markets by supporting research in the fundamental disciplines underlying market design: economic theory and econometrics. The Centre also works with the Government to support policy innovation, market design and implementation, by providing practical policy advice informed by economic theory and based on evidence.

The CMD is administratively located within the Department of Economics.

The Department of Economics is a leading department in Australia with a strong postgraduate program and an outstanding group of economists and econometricians, all of whom have high research profiles. The Department is one of the largest departments in the University and the largest department in the Faculty of Business and Economics. The Department is research active and performs teaching and research in the areas of economics, econometrics and actuarial studies.

The Department provides high quality teaching at undergraduate and postgraduate levels and undertakes high quality research. The Department actively contributes to the community and maintains strong ties to business and government sectors. Located within the Department are:

- Centre for Actuarial Studies
- Asian Economic Centre
- Economic Theory Research Unit
- Microeconometrics Research Unit
- Macroeconomics Research Unit
- Household Research Unit

Information on the Department can be obtained from fbe.unimelb.edu.au/economics.

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

Research Development Unit

The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

Finance

Human Resources (including OHS)

Marketing and Communications

Service Level and Facilities Management

Quality Office

The faculty also hosts two University-wide initiatives:

- ▶ The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings.
- ▶ The Melbourne Centre for Entrepreneurship (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 9,500 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 53,000 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>