



## POSITION DESCRIPTION

Melbourne Law School

### Communications, Events and Administrative Co-ordinator Peter McMullin Centre on Statelessness

POSITION NO	0043874
CLASSIFICATION	PSC 6
SALARY	\$79,910-\$86,499 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Part-time (0.6 FTE), fixed term position for three years Fixed term contract type: Specific task or project
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
CURRENT OCCUPANT	Vacant
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 Michelle Foster Tel +61 3 8344 1149 Email <a href="mailto:m.foster@unimelb.edu.au">m.foster@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 websites:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Melbourne Law School is one of the professional graduate schools of the University of Melbourne. It is home to a dynamic faculty of teaching and research academic staff and research students, and has a reputation for outstanding critical and innovative scholarly work. It is a centre for international collaboration, regularly bringing leading international scholars to Australia to teach, participate in conferences, and conduct master classes for doctoral students and young scholars.

The Melbourne Law School's Peter McMullin Centre on Statelessness is an exciting new initiative established by a very generous philanthropic gift over 10 years from Peter and Ruth McMullin. Under the leadership of Professor Michelle Foster, it has the objective of undertaking research, teaching and engagement activities aimed at reducing statelessness and protecting the rights of stateless people.

The focus of the Centre will be to develop teaching, research and engagement projects with three major aims:

- To properly understand the scope, scale and reasons for statelessness in order to develop targeted and effective responses to it;
- To work towards reducing and, over time, eliminating statelessness; and
- Until statelessness is eliminated, working to protect the human rights of stateless people within the countries in which they reside.

The Communications, Events and Administrative Co-ordinator will hold an important role within the Centre. The incumbent will be responsible for the creation and management of communication content across print, digital and multimedia platforms, and proactively seek out opportunities to promote Centre research. The incumbent will manage Centre events from end-to-end, including seminars, workshops and an annual summer school. The incumbent will also provide high-level administrative support to the Centre Director and Research Fellows.

The range of skills needed for this position requires someone with proven ability to provide high-level administrative support to the Centre in order to assist in achieving its objectives. It is necessary for the incumbent to manage competing demands, prioritise tasks effectively, ensure attention to detail, be self-directed in managing work assignments and be adept in dealing professionally with a range of stakeholders, offering them a high level of client service. The incumbent will report to Professor Foster.

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

- ▶ The Communications, Events and Administrative Co-ordinator plays a pivotal role in the work of the Centre. The primary responsibilities of the position are detailed below.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

#### **1.1 COMMUNICATION CO-ORDINATION**

- ▶ Manage and enhance the Centre's website, to ensure that the site is dynamic with regularly refreshed content.

- ▶ Coordinate the Centre's social media presence on relevant platforms to increase reach and engagement with new and existing stakeholders and promote activities and opportunities.
- ▶ Design research reports and in-house publications, including copy editing, layout, organising printing and promotion.
- ▶ Ensure consistency of the Centre's brand in line with the UoM's new brand architecture.
- ▶ Communicate in a timely and relevant manner with stakeholders. This will include drafting, editing and delivery of high quality internal and external communications across print, digital, traditional media, social media, email direct marketing, video and podcasts. Coordinate the use of University and relevant faculty channels in this regard where appropriate.
- ▶ Coordinate media enquiries and proactively develop opportunities to promote the Centre's research in consultation with the Melbourne Law School and University's External Relations team.
- ▶ Co-ordinate and manage a small grants program for University of Melbourne academic staff working on statelessness and citizenship

## 1.2 EVENTS AND PROMOTIONAL ACTIVITIES

The Centre will maintain an active calendar of events including conferences, workshops, seminars, and an annual summer school, and the incumbent plays a substantial role in relation to the project events and is responsible for the organisation and promotion of these activities, including:

- ▶ Effective and timely communication with speakers and a variety of stakeholders including distinguished international scholars and professionals;
- ▶ Venue management – booking venue, equipment, sourcing/hiring facilities, catering arrangements, security/on-site support, coordinating function set up and pack away;
- ▶ Preparation of promotional correspondence and web based mail-outs;
- ▶ Registration and recording of replies;
- ▶ Preparation of event specific budgets in consultation with the Director;
- ▶ Making travel and accommodation arrangements for speakers;
- ▶ Collating conference materials, abstracts, bios and preparing projects;
- ▶ And any other project event related administration.

## 1.3 CENTRE ADMINISTRATION

The incumbent will provide a range of administrative management tasks in order to ensure the efficient administration of the Centre. These include:

- ▶ Responding to all email and telephone inquiries in relation to the work of the Centre;
- ▶ Acting as a principal contact and working closely with the Centre researchers, including the Research Fellows and Research Assistants;
- ▶ Acting as a principal contact for Visiting Fellows;
- ▶ Managing the engagement and employment of casual staff including the completion of relevant paperwork

- ▶ Providing high level administrative support to the Centre Director by arranging meetings, travel and accommodation, financials,

## 1.4 FINANCIAL MANAGEMENT

Financial responsibilities for the Centre Administrator will include:

- ▶ Monitoring the budget and all financial transactions for the Centre including all incoming and outgoing funds, processing all invoices and reconciling credit card statements in a timely manner;
- ▶ Reconciling transactions monthly against the University's Financial System (Themis);
- ▶ Acting as the principal contact for the Centre with key contacts for all financial reporting in consultation with the Director.
- ▶ In conjunction with the Director drafting accurate annual budgets and event budgets;
- ▶ Reporting monthly to Professor Foster on the financial status of the Centre and identifying any potential issues;

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Completion of a relevant degree (eg Journalism, Communications, Marketing) with relevant work experience; or completion of a diploma and substantial subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated interest and commitment to human rights issues.
- ▶ High-level writing and editing skills and evidence of content development for multiple channels, including print, website and social media.
- ▶ Experience in basic branding and design for both web and printed materials (using software such as Adobe InDesign and Photoshop) and understanding of the production process for print and digital publications, including working with designers.
- ▶ Strong organisational and project management skills, a proven capacity to work on multiple projects simultaneously and the ability to operate independently and exercise initiative and good judgment.
- ▶ Excellent interpersonal skills with a strong client-oriented focus and a proven ability to collaborate with colleagues to achieve the Centre objectives;
- ▶ Event coordination experience, including pre-event preparation and post-event follow-up activities.

### 2.2 DESIRABLE

- ▶ Experience working within a University environment.
- ▶ Experience in web content management systems, such as Squiz Matrix or similar, and analytics tools such as Google Analytics.

## 3. Special Requirements

- ▶ Operational requirements may influence approval of annual leave;
- ▶ A flexible approach to working hours may be necessary to accommodate some events held outside normal working hours.

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

### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

You will work under the general direction of the Centre Director. You will work independently to resolve day to day problems and in carrying out tasks and will refer issues to the Director in the absence of established procedures or where issues fall outside guidelines or require significant intervention.

### **4.2 PROBLEM SOLVING AND JUDGEMENT**

You will coordinate the Centre's public face and social media presence, and will therefore need to demonstrate sound judgment as to what and how information is communicated. In particular, because many human rights issues can be highly sensitive, politicised and contentious, you must ensure that all messages are in line with the ethos of, and not potentially damaging to the Centre.

### **4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

You will have a broad knowledge of University policies relating to research 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.

### **4.4 RESOURCE MANAGEMENT**

You will have access to a modest marketing and events budget and will ensure that these funds are used efficiently and effectively. Expenditure will be approved by the Director.

### **4.5 BREADTH OF THE POSITION**

The position acts across a range of operational activities associated with the Centre. You will be required to undertake a wide range of tasks and to interact effectively with internal and external stakeholders.

It is expected that the position will have regular contact with academic and professional staff, including central Marketing and Communications staff and staff across a range of units in the Melbourne Law School.

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

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

## ***7. Other Information***

### **7.1 BUDGET DIVISION**

[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)
Peter McMullin Centre on Statelessness
The Tax Group
Transactional Law

## 7.2 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>.

### 7.3 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.

#### 7.4 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>