

POSITION DESCRIPTION



Melbourne Graduate School of Education

Centre for Positive Psychology

Centre Coordinator, Centre for Positive Psychology

POSITION NO	0039484
CLASSIFICATION	PSC 6
SALARY	\$79,910 – \$86,499 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed Term for 3 Years
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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kathy Racunica Tel +61 3 8344 9503 Email Kathy.racunica@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 Coordinator is responsible for providing operational support to the Director, Centre Manager and the staff of the Centre for Positive Psychology (CPP).

The Coordinator will take a leading role in the day-to-day operational, finance and administrative functions of the Centre. This will include contributing to planning, budgeting, compliance, marketing, and reporting in support of the Centre's research and teaching programs, projects and activities.

The Coordinator will also be responsible for coordinating the day-to-day administrative support in the Centre, including electronic diary management, coordinating meetings, functions and schedules, and fielding inquiries to ensure maximum efficiency in the Centre's operations. This role provides a senior administrator the opportunity to contribute to the development of this Centre as an internationally renowned research centre of excellence in positive education and positive psychology.

The CPP contributes to the enhancement of high quality teaching and learning at the University of Melbourne through research-based professional development programs, and institutional consultancy and policy development of the highest standard. This position will be located in the CPP, and work within a team of professional and academic staff. You will be required to develop a high level of understanding of all issues being dealt with by the Director, the Centre Manager and other senior University officers, a good working knowledge of the University, its policies, key portfolios and key stakeholders, both within and outside the University.

This position will report to the Centre Manager, Centre for Positive Psychology.

1. Key Responsibilities

1.1 LEADERSHIP AND COLLABORATION

- ▶ Work collaboratively with the Centre's senior academic leaders and the Centre Manager to deliver the Centre's business plan;
- ▶ Providing a daily update to the Director (CPP) of important matters requiring attention and action as required;
- ▶ Exercising significant judgement and diplomacy in dealing with telephone calls and visitors to the Director (CPP);
- ▶ Assist with hosting visitors, including international guests and program participants;
- ▶ Deal with general enquiries and referral of queries as appropriate; and
- ▶ Advise academic staff on the appropriate mechanisms for responding to opportunities, including seeking advice from MERI and from departments external to MGSE such as Melbourne Research Office, MSPACE, Melbourne Engagement and Partnerships Office or other Faculties / Graduate Schools or similar.

1.2 OPERATIONAL ACTIVITY AND SERVICE QUALITY

- ▶ Provide advice to CPP staff on University policies and procedures in relation to research, teaching and engagement, and ensure that budgets, contracts, and other relevant arrangements are prepared in accordance with those policies and procedures;
- ▶ Contribute to the proposal writing process for identified opportunities, in collaboration with other expert staff where appropriate;
- ▶ Organise travel and accommodation for CPP staff and visitors as required;
- ▶ Secretariat duties for the CPP and its various committees and staff meetings;

- ▶ Managing inquiries, providing accurate and timely advice, information, service or referral, including customer service in regard to the Well-Being Profiler and other CPP products;
- ▶ Maintaining the electronic diary of the Director (CPP), including arranging and co-ordinating appointments, meetings and functions as directed by the Director (CPP);
- ▶ Liaising with the Centre Manager and other staff in the preparation of casual and independent contractor agreements with Finance and HR input;
- ▶ Undertaking routine duties such as photocopying, collecting, distributing and collating mail, filing, arranging order of supplies and other tasks to ensure the smooth and efficient running of the office;
- ▶ Providing support for teaching programs as required, administrative advice to staff in CPP, and setting up events (eg: public lectures, campus events, book launches);
- ▶ Develop systems and processes to improve the overall running of the Centre; and
- ▶ Liaise effectively with other administrative staff in the Centre in managing workload and ensuring priorities are met in peak periods.

1.3 FINANCIAL/STAFFING AND RESOURCE MANAGEMENT

This position will support the financial and administration of staffing and resources in the Centre in the following ways:

- ▶ Maintain the tracking of detailed costs against individual projects and provide regular reports to each project lead against budget;
- ▶ Administer research grants and other contracts to meet requirements of funding bodies and the research management system in liaison with the Research Services Unit of the Graduate School, and MCCP in relation to some contracts;
- ▶ Use the Themis Research Management system to ensure projects are invoiced and requirements met, picking up errors and flagging problems with the Centre Director when relevant;
- ▶ Coordinate and process the Centre's financial transactions effectively and efficiently, including internal orders, purchasing via purchasing card, local receipting, cab charges, as well as the acceptance and delivery of goods. Maintain records pertinent to the Centre's operations through the Themis database and systems in the Centre;
- ▶ Coordinate the processes in relation to the induction of new staff, academic visitors/fellows and casuals within the Centre, in liaison with the Human Resources Unit in the Graduate School. Support the Centre Manager in the planning and processing of contracts and supervise payments for casual research and administrative staff within the Centre; and
- ▶ Coordinate equipment support for staff in the Centre, purchasing equipment where necessary and maintenance of relevant records.

1.4 PROJECTS AND PUBLIC RELATIONS SUPPORT

The Centre Coordinator will be responsible for coordinating support to projects, as well as establishing and maintaining relations with external clients in the following ways:

- ▶ Organise necessary support for professional development workshops and events in a systematic and efficient manner including booking of venues, catering and resource support, ensuring the smooth running of the actual event;
- ▶ Overseeing the coordination of events and workshops for research projects; and
- ▶ Develop effective relationships with academic staff and key stakeholders of the Centre.

1.5 WEB MANAGEMENT AND PUBLICITY

- ▶ Coordinate Centre content for web pages, including drafting new content and reviewing web pages to ensure up to date and relevant. Maintain web pages in collaboration with the relevant Graduate School personnel to ensure integration of the Centre's public materials with the corporate image of the School and University; and
- ▶ Work with the Centre Manager and the Development Unit to ensure appropriate marketing and promotion of Centre activities and programs.

1.6 RESPONSIBILITY AND COMPLIANCE

- ▶ Contribute to the production of project reviews and reports as required;
- ▶ Filing and management of records in compliance with University policies and procedures;
- ▶ Ensure that all documentation, records management and reporting activities comply with all relevant University policies and procedures, audit requirements, and timeframes; and
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

All staff are expected to maintain the following behaviours:

- ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity; and
- ▶ Be an effective team player who is cooperative and easily gains the trust and support of staff, peers and clients through collaboration.

1.7 INNOVATION AND IMPROVEMENT

- ▶ Contribute to the promotion of the Centre for Positive Psychology's capabilities to the MGSE's stakeholders; and
- ▶ Contribute to the coordination of MGSE-hosted and sponsored events, including seminars, lecture programs, research colloquia, workshops, conferences, industry-targeted training programs and promotion forums, and work in consultation with the Graduate School's Marketing and Communications team as appropriate.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree in a relevant field and/ or relevant experience, preferably within a tertiary research centre environment.
- ▶ Confirmed experience preparing and monitoring budgets, program budgets and project budgets to ensure that the salary and non- salary budgets meet the organisation's goals and priorities.
- ▶ Demonstrated experience in writing and preparing information for websites, newsletters and publications.
- ▶ Demonstrated experience in coordinating the operational and administrative functions including the ability to co-ordinate workflows, determine priorities, meet deadlines and effectively balance competing demands within a high-pressure environment.

- ▶ Ability to support teaching activities, including timetabling, responding to prospective student queries and applications, responding to current student queries.
- ▶ Proven track record of coordinating compliance and quality assurance activities, in line with requirements under the University's risk management framework including OHS legislation, statutes, regulations and policies.
- ▶ Excellent verbal and interpersonal communication skills with the capacity and confidence to deal with a diverse range of clients at all levels.
- ▶ Demonstrated capacity to exercise sound judgment, initiative, diplomacy, tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner.
- ▶ Demonstrated capacity to work both independently and as part of a team.
- ▶ Versatility, flexibility, enthusiasm and a high level of self-motivation and initiative.

2.2 DESIRABLE

- ▶ Previous experience within a University research centre.
- ▶ Knowledge of university policies, procedures and systems (e.g. Themis).
- ▶ Knowledge of the higher education sector both in Australia and internationally.
- ▶ Experience contributing to the preparation of research applications and high-quality tenders;

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

A level of autonomy is expected, with broad direction provided by the Centre Manager. The Centre Coordinator is expected to demonstrate a high level of initiative and work proactively in achieving the short-term and long-term objectives of the role. Initiative of a high order, mature judgement, excellent liaison skills and the ability to represent the Centre within the University and externally are essential.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Director (CPP) is responsible for highly confidential issues associated with the running of a large complex organization and so the Centre Coordinator must maintain confidentiality at all times. The Centre Coordinator must also be able to handle all matters in a diplomatic, sensitive and discreet manner.

The Centre Coordinator is expected to resolve problems using judgement, common sense and a broad interpretation of existing policies and to adapt or implement new procedures in accordance with Graduate School and University policy.

The occupant is expected to contribute to improving the Centre's performance by identifying problems, exploring options, developing and testing processes and systems and implementing solutions, while operating at all times within University policies. The Centre Coordinator will be responsible for individual time management and be expected to use initiative in prioritising work, balancing a range of tasks simultaneously and prioritising these efficiently.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The ability to gain and apply a clear understanding of the organisation and role of the Centre is essential. The incumbent is expected to develop a detailed knowledge of the Graduate School and University's policies and procedures that affect the activities of the CPP. A thorough knowledge of the structures and decision-making processes of the Graduate School will be required to be developed.

The position assumes conceptual skills and knowledge equivalent to those gained through higher degree studies. Budget management knowledge is required.

3.4 RESOURCE MANAGEMENT

This position contributes to the planning and implementation of required resources for Centre operations.

3.5 BREADTH OF THE POSITION

The position supports the activities of the CPP and will interact with the broader Graduate School and University, as well as with external bodies and students, as required. The Centre Coordinator will need to interact effectively and appropriately with a variety of staff at all levels, both internal and external to the University, on many different issues.

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

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>