

POSITION DESCRIPTION



Academic Services
University Services

Student Experience Project Officer (Leadership and Volunteering)

POSITION NUMBER	0045543
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 6 - \$79,910 - \$86,499 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term available for 6 months
HOW TO APPLY	<p>Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</p> <p>Indigenous applicants are encouraged to apply.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Catherine Mann Tel +61 3 8344 7829 Email cvmann@unimelb.edu.au <i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

ACADEMIC SERVICES

Academic Services brings together student, academic and library services in an integrated network to support the University's core business of learning and teaching, research and engagement.

Student Involvement and Advice

Student Involvement and Advice works with students to build their responsibility, capability and employability through a range of student-facing and engagement programs. Through outreach first year programs which welcome and transition new students into the university learning and social environment, through to supporting and sustaining special cohorts such as Students At Risk, Student Development Advisers facilitate students through programmatic activity including one-to-one appointments, workshops and online delivery to build their skills, extend their experiences, articulate their employability, and achieve their educational, personal and career goals. As part of the Directorate of Student Success, Student Involvement and Advice is committed to a student-centred approach to student development that aligns with supporting students' capacity to succeed both in and out of the classroom.

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 strive to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

This fixed-term project role is dedicated to the review, redesign and redevelopment of the Leaders in Communities Award. (LiCA). This award develops key employability attributes and recognises and rewards students' volunteering and professional skills acquisition. It is a critical component in a student's articulation and demonstration of transferable skills. It appears on the student academic transcript as the only University-wide catchment of a student's co- and extra-curricular activity.

A key objective for Student Success in 2018 is to review and redesign LiCA in line with:

- Stakeholder needs and wants (faculties, employers and students)
- Employability agenda
- Market competition

The role of Leadership and Volunteering Project Officer will be to coordinate and deliver project and administrative support focussed on developing the Award's scope in line with ambitious growth targets, stakeholder needs and student employability outcomes. A customer-centred design approach will be essential in this project, as will an ability to work with diverse stakeholder groups across the University.

Reporting line: *

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: #

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Significant

Judgement: Significant

Operational context: *

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Support the review, redevelopment and redesign of university-wide award programs that support the acquisition of transferable employability skills, including facilitation, design and assessment
- Provide analytical support and advice including the management of relevant reporting and data to inform facilitation, design and assessment key deliverables

- Work collaboratively with key stakeholder groups both internal and external to the University, including student groups and organisations, Academic Services, Chancellery, Academic Divisions and industry
- Support the benchmarking of award and enrichment programs across the tertiary sector
- Provide support for other student experience projects as required

Selection Criteria:

Education/Qualifications

1. The appointee will have:

An undergraduate qualification or an equivalent mixture of skills and experience

2. Knowledge and skills:

- Excellent oral and written communication skills, with an ability to communicate to diverse stakeholder groups and client groups
- Creative, innovative thinker with experience in customer-centred design principles
- Excellent research and analytical skills with an ability to benchmark, evaluate and assess programs
- Demonstrated ability to work across and within teams and apply collaborative methodologies
- Demonstrated experience in enrichment and/or work-based learning programs within a tertiary setting, particularly of working with students to develop their ideas, insights and input related to employability outcomes
- Experience of data literacy and digital design
- Results-focussed with knowledge of project management and demonstrated ability to negotiate timings, milestones and priorities

Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.