



POSITION DESCRIPTION

Australian Mathematical Sciences Institute
Faculty of Science

Project Coordinator - Research and Higher Education, AMSI

POSITION NO	0041109
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term to 30 June 2020
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	Geoff Prince Tel +61 3 8344 1779 Email director@amsi.org.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 Project Coordinator will work within the Research and Higher Education team at the Australian Mathematical Sciences Institute (AMSI). The Project Coordinator will be responsible for the successful planning and delivery of projects and events associated with the *Securing Australia's Mathematical Workforce* project, a \$4 million four-year national project jointly funded by the Australian government.

Aligned to meet the challenges facing Australian innovation and science into the 21st Century this project will improve outcomes for higher education students in science, engineering, technology and mathematics (STEM). The project will strengthen research training for mathematical sciences graduates in Australia and contribute to a highly skilled mathematical sciences workforce.

Building on the success of the *AMSI Vacation Schools and Scholarship Project* (2012 - 2016) it will deliver:

- opportunities for university students in mathematical sciences to advance their knowledge through annual summer and winter schools as well as through vacation research scholarships placements
- industry research training symposia in bioinformatics and optimisation, engaging students, researchers and industry
- support to strengthen participation of women and Aboriginal and Torres Strait Islanders in graduate programmes in the mathematical sciences.

The position is responsible for extensive stakeholder management within AMSI, our membership, sponsors and supporters. The position reports to the Research and Higher Education Program Manager and is located at AMSI's offices at the University of Melbourne.

More information about the project and programs can be found at highered.amsi.org.au and research.amsi.org.au

1. Key Responsibilities

1.1 PROJECT & EVENT COORDINATION

- ▶ Advise and support AMSI Member event hosts to deliver a nationally distributed program and to meet attendance and participation KPIs
- ▶ Ensure accurate and accessible project and event records are maintained by using effective tracking systems (Customer Relationship Management software, Project Management software, excel based lists, electronic and manual filing systems etc.)
- ▶ Monitor budgets, co-ordinate event logistics, liaise with event participants, process applications for events and scholarships and organise lecture tours
- ▶ Prepare project and event reports for publications, draft letters, co-ordinate mail outs, respond in a timely manner to enquiries
- ▶ Undertake administration for the AMSI Research & Higher Education Committee including collation of reports, distribution of agenda and papers, booking venues and catering, and minute taking

1.2 MARKETING & SPONSORSHIP

In collaboration with the Program Manager and Marketing and Administrative Assistant:

- ▶ Develop, execute and evaluate marketing and engagement plans for Research and Higher Education events, program engagement, alumni relations, public relations, partnerships, international, fundraising and media strategies
- ▶ Working under the general direction of the Marketing and Communications Manager, produce high quality, effective print and digital copy for Research and Higher Education events
- ▶ Secure sponsorship for Research and Higher Education events and assist event hosts to develop a strategy and secure local sponsorship. Ensure effective stakeholder management and the coordinated delivery of benefits to sponsors
- ▶ Manage the sponsorship relationships for Research and Higher Education events including identifying and securing new sponsors and converting previous sponsors into ongoing sponsors. Develop strategies to maximise value for our sponsors
- ▶ With the Marketing and Administrative Assistant ensure that content on the Research and Higher Education websites is current and conforms to the AMSI style guide
- ▶ With the Marketing and Administrative Assistant collect and analyse feedback and evaluation from hosts and participants in the Research and Higher Education program

1.3 OTHER

- ▶ Provide support for other AMSI Programs when required
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of tertiary degree level qualification with relevant experience in project and event coordination or equivalent combination of relevant experience and/or education/training
- ▶ Demonstrated ability in project coordination for large scale events with high client satisfaction, including budget management, event logistic management and the preparation of internal and external reports
- ▶ Demonstrated knowledge in securing and management of sponsorship, including the coordinated delivery of direct benefit to sponsors
- ▶ Demonstrated experience copywriting across marketing and media channels including print, digital and social, and high level professional proofreading skills
- ▶ High level organisational skills with a strong commitment to continuous improvement, openness to new ideas and creative approaches to problem solving in complex settings
- ▶ Excellent written and oral communication skills
- ▶ High level interpersonal skills to enable effective liaison with a wide range of internal and external stakeholders at a variety of levels

- ▶ Ability to work collaboratively, positively and flexibly both in a team and independently in a busy environment with changing demands
- ▶ A high level of computer literacy with demonstrable experience in Microsoft Office suite, Customer Relationship Management software and web content management

2.2 DESIRABLE

- ▶ Experience using Salesforce and Wordpress
- ▶ Experience working in the Higher Education sector

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Project Coordinator will work under the broad direction of the Research and Higher Education Program Manager. Given that the Project Coordinator works with AMSI Members and AMSI Intern to deliver national events, the incumbent will need the ability to work independently and communicate effectively across multiple teams. The Project Coordinator will be expected to manage tight deadlines, work under pressure and be able to develop innovative solutions as part of a small team. The ability to work effectively and collaboratively is essential.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Project Coordinator will be required to demonstrate initiative, professional judgement and problem solving skills in planning events and projects. Sensitivity and the exercise of judgement will be required when engaging with AMSI Member hosts. The incumbent is required to exercise judgement to prioritise and schedule work to meet deadlines, whilst juggling competing demands. The incumbent will have the discretion to provide innovative solutions to problems during activities. Recommendations for changing policy and current work practices would be referred to the Research and Higher Education Manager.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Project Coordinator will have professional experience in project and event coordination as well as highly developed communication and interpersonal skills. The Project Coordinator will develop strong working relationships with other project teams, both within the organisation and at Member universities. The flagship events are high stake national AMSI events and the Project Coordinator will work with project teams to ensure that all events deliver to project guidelines. Develop a good understanding of the AMSI Research and Higher Education programs and how they interact with each other and the wider AMSI mission.

3.4 RESOURCE MANAGEMENT

All staff are responsible for the effective management of their time and other resources and are expected to suggest ways that the team could more effectively complete its core business without compromising customer service and administrative standards.

3.5 BREADTH OF THE POSITION

The Project Coordinator will take responsibility for projects in the Research and Higher Education. The incumbent is expected to acquire and maintain an up-to-date knowledge in areas relevant to the position. The position will involve liaison with internal and external stakeholders from industry and academia.

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 AUSTRALIAN MATHEMATICAL SCIENCES INSTITUTE (AMSI)

www.amsi.org.au

AMSI is a joint venture partnership of 12 universities with membership made up of an additional 17 universities, 5 Government agencies and 5 mathematical and statistical societies. The University of Melbourne is the lead agent the joint venture.

AMSI was established in November 2002 with initial funding of \$1M from the Victorian Government's Science, Technology and Innovation Infrastructure grants program and matching funds from a member consortium of Australian universities and other mathematical organisations.

AMSI's mission is the radical improvement of mathematical sciences capacity and capability in the Australian community.

Since its inception AMSI has developed as a nationally and internationally recognised centre for the mathematical sciences with achievements ranging across:

- ▶ Representation of its and the wider mathematical community in communicating the strengths, importance and vital benefits of mathematics and statistics to journalists, university administrators, politicians, public servants and industrialists;
- ▶ Significant participation in and support of high-level submissions to governments;
- ▶ Successful organisation of wide-ranging industry-linked activities;
- ▶ Enhancement of the national level of competency in school mathematics through provision of well researched, well researched, well written mathematics textbooks and teacher resource materials, teacher professional development and electronic teaching aids;
- ▶ On-going provision of activities at higher education level including postgraduate and specialist courses and workshops.

The Australian Mathematical Sciences Institute (AMSI) is located at the University of Melbourne and is a departmental unit in the Faculty of Science. It is situated at Building 161 on the university's main campus in Parkville.

6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$70 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

*Figures from the latest available data for 2015, including published international rankings data.

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>