

POSITION DESCRIPTION

Research, Innovation and Commercialisation
University Services

Major Initiatives Officer

POSITION NUMBER	0042880
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 6 - \$79,910 - \$86,499 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
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>Anita Vecchies Tel +61 3 8344 2054 Email anitacv@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

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

Major Initiatives, Contracts and Grants provides strategic planning, legal and innovation support for major initiatives through proposal and tender planning and development for major initiatives; and manages the processing of grants and contracts, providing compliance and risk advice and contract management, acting as single key points of contact for grants of all types.

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.

ABOUT THE ROLE

Position Purpose:

The Major Initiatives Officer coordinates and delivers strategic and administrative support services to the Major Initiatives business supporting grant applications up to submission and also post-award, and a focus on the University's institutional research centres and strategic research infrastructure. The incumbent will be expected to work independently to complete tasks and will require initiative to solve problems. As required, the position will support the Major Initiatives team in stewarding a broad range of strategically important grant and tender applications to submission. The position will also work with Chancellery and the Major Initiatives team in identifying and contributing to improved policies and processes for institutional research centres and research infrastructure as required.

To be successful in this role you will be passionate about delivering high quality strategic and administrative outcomes and continuous improvement in a diverse and complex environment. Your strong customer centric focus will ensure you build strong working relationships across RIC, University Services and Academic Divisions.

Reporting line: Team Leader, Research Initiatives

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: Nil

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Significant

Operational context: University Services, Academic Divisions

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:

- Assist in the development of project proposals and business plans and coordination of the application process for major funding and tender opportunities as required
- Provide high quality service to the University's research community
- Ensure effective management and administration of the University's institutional research centres in consultation with Chancellery and Academic Divisions
- Assist in scanning the environment for potential opportunities to improve processes and systems to manage institutional research centres, research infrastructure and other administrative processes in relation to research initiatives managed by the Major Initiatives team.
- Gather and manage data and information pertaining to institutional research centres, research infrastructure and other research initiatives managed by the Major Initiatives team according to established policies and procedures

Selection Criteria:**Education/Qualifications**

1. The appointee will have: Post-graduate qualifications in a relevant discipline and/or equivalent mix of education and relevant experience.

Knowledge and skills:

2. 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.
3. Experience in providing successful service-orientated research administration and support, demonstrating initiative, sound judgement, personal drive, organisation and planning skills, attention to detail and a commitment to continuous improvement.
4. Excellent customer service and communication skills, including a demonstrated capacity to liaise and develop effective relationships with a broad range of academic and professional staff and work co-operatively in a team environment.
5. Demonstrated experience using a range of different computer systems and ability to quickly learn new computer applications.
6. Ability to work effectively as a member of a small professional team committed to delivering quality service to internal and external clients.
7. Proven ability to thrive in a changing and fast-paced environment.

Desirable

8. Knowledge of the research funding environment and management of strategically important funding calls across the proposal life-cycle.
9. Experience with the University's research administration processes such as Themis.

Other job related information:

Will be required to work outside of normal hours during peak periods.