



THE UNIVERSITY OF
MELBOURNE

POSITION DESCRIPTION

Australian Urban Research Infrastructure Network (AURIN)
Faculty of Architecture, Building and Planning

AURIN Business and Operations Manager

POSITION NO	0040463
CLASSIFICATION	PSC 9
SALARY	\$115,726 - \$120,404 per annum
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Fixed-term until 30 June 2019
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	Professor Tom Kvan Tel +61 3 8344 5499 Email tkvan@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 Australia Urban Research Infrastructure Network Project (AURIN) is an eResearch infrastructure to support research, inform government policy and improve decision making within Australian Cities and regions. The capability provides researchers, policy and decision makers access (with tiered security levels) to several thousand authoritative data sources, analytical tools and visualisation capabilities.

This position will partner closely with the Director and Deputy Director to chart, plan and deliver the AURIN eResearch infrastructure's future growth and strategic response to the dynamic demand for services and funding. Reporting to the Director, the Business and Operations Manager is a member of the senior management team for AURIN and Executive Officer for the Board.

The position has internal and external facing responsibilities ranging from Government funding body reporting and compliance interactions, University of Melbourne administrative and governance accountabilities to financial management (annual budgeting, cost control and capital expenditure) and human resources (HR/recruiting, mentoring, performance monitoring). The Business and Operations Manager will apply a strategic focus in leading and executing the day-to-day internal operations and manage the legal, and compliance reporting requirements.

1. Key Responsibilities

The Business and Operations Manager will have significant strategic and operational responsibility for AURIN and will manage several key functional roles within AURIN.

1.1 BUSINESS AND OPERATIONS

- ▶ Oversee AURIN finances and resources to ensure high performance outcomes. This includes finances, facilities, equipment and information technology resources within the boundaries of AURIN agreements.
- ▶ Ensure that relevant financial organisational performance metrics are monitored appropriately and results are presented promptly to the Director, Board, Lead Agent and AURIN senior management team accompanied by sound strategic recommendations for business improvement and problem resolution.
- ▶ In conjunction with the Director and other key stakeholders develop and deliver on-time forecasts, annual business and strategic plans. Develop and deliver funding applications, project proposals, tenders and contracts in support the activities and commercial objectives of AURIN.
- ▶ Oversee the legal activities in support of AURIN operations, including development and monitoring of contracts for data provision, system development and projects to ensure fulfillment of AURIN objectives and compliance requirements.
- ▶ In conjunction with the Director facilitate the implementation of the AURIN strategic plan.
- ▶ In conjunction with the host Faculty's Business Services unit, ensure the development and management of effective systems for determining and monitoring the budgets with a strong emphasis on timely financial and business analysis.
- ▶ As part of the senior management team, lead, coach, develop and retain key AURIN staff with an emphasis on developing capacity.
- ▶ Facilitate effective and efficient general office operations.

1.2 STAKEHOLDER MANAGEMENT

- ▶ In concert with colleagues in AURIN, manage and cultivate existing and new relationships with internal and external stakeholders, particularly key funding agencies, to develop, negotiate and successfully close complex multi-lateral research contracts and to secure and expand recurring revenue streams.
- ▶ Ensure support within AURIN for strategic alliances, external funding opportunities and service delivery partnerships and provide an administrative interface between the various work teams and external partners.
- ▶ Facilitate and mentor effective links with AURIN staff and external research partners through excellent team leadership, individual mentoring, staff development, active and productive participation in meetings and committees.

1.3 HUMAN RESOURCES MANAGEMENT

- ▶ In conjunction with the host Faculty's Business Services unit, advise the Director, Board, Lead Agent and AURIN senior management team on human resources policy and requirements, and develop appropriate administrative structures, policy and procedures for the AURIN project.
- ▶ Manage the preparation and monitoring of all staffing requests and provide advice to the Director in the context of the AURIN priorities and strategic directions.
- ▶ Assist with effective management, development and supervision of managerial, specialist and support staff, provide effective supervision as a direct line manager where applicable. liaise with other AURIN participants and subcontractors on human resources matters, as appropriate.

1.4 COMPLIANCE AND QUALITY ASSURANCE

- ▶ The Business and Operations Manager is responsible for ensuring compliance with all internal and external policies, governance obligations, relevant legislation, statutes and regulation, and where applicable, with the requirements of contracts, funding bodies and trust funds.
- ▶ Quality of service delivery to academic and government users is critical and implementation of an advanced quality management strategy and related performance metrics will be pivotal to this role.
- ▶ Work effectively with the Director, Board, Lead Agent and senior management team to enable the most effective and efficient governance for the AURIN initiative.

1.5 OCCUPATIONAL HEALTH AND SAFETY (OH&S) AND ENVIRONMENTAL HEALTH AND SAFETY (EH&S) RESPONSIBILITIES

Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 6.

2. *Special Requirements*

The Business and Operations Manager may be required to work outside of normal work hours in support of AURIN event management and committees. Occasional travel within Australia to liaise with AURIN stakeholders, government representatives, attend meetings and other engagement activities may be required from time to time.

3. *Selection Criteria*

3.1 ESSENTIAL

- ▶ Significant experience in a senior business management position within an academic research environment, university institute or government agency, leading complex programs with many stakeholders.
- ▶ Demonstrated substantial experience in business strategy development, operations planning, financial management, reporting (including variance analysis), forecasting and budget preparation in a highly constrained funding environment.
- ▶ Proven Excel skills to undertake business analysis and financial modelling
- ▶ Proven high-level, analytical and problem-solving experience strategy to operational planning and implementation with a focus on delivering outcomes.
- ▶ Substantive record in compliance management and complex reporting with governance obligations, ideally for Commonwealth or State government funding bodies.
- ▶ Exceptional interpersonal and communication skills including the ability to develop and manage a high-performance culture while engendering positive working relationships with staff at all levels. The Business and Operations Manager must build and maintain highly effective relationships with stakeholders, University staff, AURIN users and varied interest groups.
- ▶ Demonstrated capacity to work independently and exercise sound judgement.
- ▶ A relevant postgraduate qualification together with substantial experience or equivalent relevant work experience.

3.2 DESIRABLE

- ▶ Business development, revenue generation and commercial experience.
- ▶ Experience and knowledge of the field of urban planning or e-infrastructure.
- ▶ Knowledge of University of Melbourne policies and procedures.

4. *Job Complexity, Skills, Knowledge*

4.1 STRATEGIC FOCUS

The position requires an individual with exceptional abilities in growing and developing a strategic program and using his/her depth of experience in strategic planning to develop and implement a system for building, tracking and reporting on progress of the organisation

against the strategic plan, ensuring tactical operations are adjusted and improved accordingly.

4.2 LEVEL OF SUPERVISION / INDEPENDENCE

This position reports directly to the Director. The Business and Operations Manager position exercises a high level of problem solving, leadership and independence of thought. Initiative, excellent interpersonal and communication skills and sound judgement are essential attributes.

4.3 PROBLEM SOLVING AND JUDGEMENT

The Business and Operations Manager is expected to be able to solve complex, unstructured problems, to ensure alignment with strategic aims of the business, high on-going team performance and sustained focus on infrastructure delivery to user markets. The ability to foreshadow immediate and long-term consequences and outcomes of advice, decisions, or actions taken is necessary with an assumed high level of individual initiative to deal with these accordingly.

4.4 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires extensive professional knowledge and experience in working with different stakeholders and interest groups. A thorough appreciation of the organisation of the Universities structures and systems as well as a deep appreciation of the workings of complex organisations is also required. The position requires knowledge and understanding of the external influences, strategic and operational issues that impact upon the goals of AURIN and the broader University.

4.5 RESOURCE MANAGEMENT

The Business and Operations Manager is responsible for resource management for the AURIN project and must have considerable experience and knowledge in planning and managing finances and other resources including IT and equipment in an e-research context.

4.6 BREADTH OF THE POSITION

The position acts across a range of complex strategic, Customer use, policy and operational issues associated with the AURIN program. The Business and Operations Manager will be key to the success of the AURIN program by virtue of his/her strategic leadership, business impact and outstanding relationship with the Director. The success of these AURIN projects will require the Business and Operations Manager to ensure a number of external bodies meet various targets including revenue generation, cash co-investment, data sources and delivery on agreed objectives. To achieve this, the incumbent will be required to develop strong working relationships within the Faculty, users, the Director, other University service areas and with external organisations, including the Commonwealth Government funding Department.

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 strive 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/people/community/responsibilities-of-personnel>

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

7. Other Information

7.1 ORGANISATION UNIT

The Australia Urban Research Infrastructure Network Project (AURIN) is an eResearch infrastructure that provides access (with tiered security levels) to multiple authoritative data sources. It is a national project that links researchers, policy and decision makers to these data, coupled with analytical tools and visualisation components to inform government policy settings and improve decision making within Australian Cities and regions.

7.2 BUDGET DIVISION

The Faculty of Architecture, Building and Planning is the leading educational and research institution in the Asia-Pacific region addressing the design and realisation of inhabited environments. The Faculty actively seeks to extend the linkages between education, research and practice in the built environment, and maintains excellent and extensive relationships with members of the built environment professions, government, professional associations and the wider community.

The Faculty has nearly 190 staff and approximately 3000 students, one third of whom are international. It is responsible for the University's undergraduate Bachelor of Design degree, and offers majors in architecture, landscape architecture, property, construction, and urban planning.

The Faculty's graduate school, the Melbourne School of Design teaches accredited masters courses across the professional disciplines of Architecture, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD is distinctive from its competitors in its aim to inspire learning through interdisciplinary reflection, and its integration of research, teaching, and practice around the implications of all forms of urbanisation. With opportunities to engage in advanced studio and seminar-based learning and research, MSD students develop new perspectives, critical reflection, and modes of action to address the environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally. Students take part in field trips which examine the global context of habitable environments.

The Faculty has an international reputation for excellence in research and research training and is a leader in built environment and urban research. Faculty staff are actively engaged in collaborations and partnerships both locally and globally, to produce research that responds to major social, economic and environmental challenges, as well as fundamental research into the built environment in Australia and the Asian region. Researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density; leading debate in many of these areas. The Faculty also contributes definitive knowledge and understanding of the history, conservation and heritage of the built and natural environment, built environment practice and management, urban morphology and design research. The Faculty draws its research strength in part from its capacity to work in the multidisciplinary frame of its various built environment disciplines, as well as with colleagues in health, engineering, education, history and social sciences.

Through the MSD, we provide the highest quality research training environment, attracting the best and brightest future researchers from around the world. PhD and MPhil students have access to innovative professional development programs and generous funding support, along with excellent facilities and resources. MSD's PhD and MPhil graduates are well-rounded professionals, critical thinkers and future research leaders.

The Faculty has built strong research foundations by valuing and developing its people, rewarding excellence, and fostering a culture of enquiry, creativity and outstanding scholarship.

More information about ABP / MSD can be found at: <http://msd.unimelb.edu.au>

7.3 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>

7.4 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.

7.5 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>