



## POSITION DESCRIPTION

**Centre for Asian Business and Economics**  
Faculty of Business and Economics

### Centre Coordinator

<b>POSITION NO</b>	0038827
<b>CLASSIFICATION</b>	PSC 6
<b>SALARY</b>	\$79,910 - \$86,499 p.a. (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part-time (0.4 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-term until 30 June 2020
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Associate Professor Helen Hu Tel +61 3 8344 5282 Email <a href="mailto:hehu@unimelb.edu.au">hehu@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Centre for Asian Business and Economics is housed within the Faculty of Business and Economics at the University of Melbourne. The objective of the Centre is to strengthen linkages with Asian universities, business and government, enhance the Faculty's presence in Asia and develop capabilities in research and teaching relevant to Asia.

The objectives of the Centre are pursued through conducting and publishing high-quality academic research on Asia with a business and policy focus, developing programs to facilitate interaction and collaboration between the Faculty and institutions in Asia and disseminating the best practices and practical implications.

The Centre Coordinator will work closely with the Director, Centre for Asian Business and Economics to promote the Centre's role in enhancing the Faculty's presence in Asia. The role will also provide support to the James Riady Chair in Asian Business and Economics. The incumbent will be expected to liaise with professional and senior academic staff within the University, affiliates as well as external stakeholders, such as members of the corporate (both local and foreign), government (including foreign dignitaries) and community sectors, to ensure the Centre's goals are achieved.

## ***1. Key Responsibilities***

### **1.1 STAKEHOLDER ENGAGEMENT AND RELATIONSHIP BUILDING**

- ▶ Working with the Centre Director, coordinate the marketing and communications strategy for the Centre.
- ▶ Actively promote and represent the Centre's interests across the University and work collaboratively with University's Asian related units (including but not limited to Centre for Contemporary Chinese Studies, Australia India Institute, Asialink).
- ▶ Working in collaboration with relevant stakeholders including the Faculty's Marketing & Communications PSU, prepare promotional materials, including drafting and proofing copy, managing the design and production for communication, brochures, advertising and other media and ensure alignment with University and Faculty branding guidelines and processes.
- ▶ Build relationships and networks with a wide range of external stakeholders such as members of the corporate, government and community sectors, both local and foreign.
- ▶ Develop and maintain high quality digital channels and platforms (ie website and social media channels) in the promotion of the Centre's profile and activities.
- ▶ Prepare reports relating to the effectiveness of the Centre's marketing and communication plans through analysis of data such as breadth of awareness, expressions of interest, registration and enrolments in activities, target audiences and sector engagement.

### **1.2 EVENT MANAGEMENT**

- ▶ Organise community engagement initiatives with institutions and groups. Activities include but are not limited to:
  - Lunchtime seminar series
  - Distinguished speakers forums
  - CAFE fellowship program

- Organise and event manage an annual conference (one full day conference with four presentation sessions)
- ▶ Attend events organised by the Centre and ensure smooth delivery of all services.
- ▶ Evaluate events, initiate and implement improvements as appropriate. Provide reports and updates on program activities to the Director and other relevant staff.
- ▶ Proactively stay up to date with current relevant events and seminars, including attending them when possible and make recommendations to the Director on appropriate programs and visitors.

### 1.3 FINANCIAL SERVICES

- ▶ Coordinate the engagement of visitors including foreign dignitaries, organise their travel arrangements and manage any visitor payments/ reimbursements.
- ▶ Prepare and process financial transactions, including purchase orders, requests for payment, invoices, internal orders and employee expense claims.
- ▶ Prepare budget variance reports and provide updates on the Centre's resources to the Centre Director at regular intervals and for other parties as directed.

### 1.4 OPERATIONAL MANAGEMENT

- ▶ Implement operational plans for the Centre and monitor the Centre's performance against these plans as appropriate.
- ▶ Implement, maintain and review the administrative structures and systems to ensure effectiveness and efficiency.
- ▶ Ensure financial operations, record management and reporting are compliant with all relevant University policies and procedures.
- ▶ Prepare the agenda, minutes, papers and undertake follow up action for Centre committees as required.

### 1.5 OTHER

- ▶ Undertake other projects and tasks as required.
- ▶ Provide administrative/executive support to the James Riady Chair of Asian Business and Economics.
- ▶ 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**

- ▶ A degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
- ▶ Excellent communication skills, both oral and written, with demonstrated skills in producing promotional material and event collateral.
- ▶ Strong interpersonal skills, with the ability to interact effectively with a range of internal and external stakeholders from different cultural backgrounds, including professional staff, senior academics and members of the corporate, government and community sectors and the ability to show empathy in handling matters of a confidential and sensitive nature.
- ▶ Proven experience in event management, including demonstrated skills in event design, planning and delivery, and managing activities requiring the exercise of considerable independence, initiative and professional judgement.
- ▶ Well-developed organisational and administrative skills; including the ability to prioritise workloads and meet deadlines, work flexibly and manage competing work demands.
- ▶ Demonstrated ability to exercise sound judgement and problem solving skills with the ability to deliver creative solutions,
- ▶ Ability to interpret and provide advice on established policies and procedures.
- ▶ High level computing skills, with proficiency in the Microsoft Office suite and demonstrated experience using an enterprise financial system.

### **2.2 DESIRABLE**

- ▶ Fluency in Mandarin and other Asian languages such as Bahasa Indonesia.
- ▶ Experience with the University's financial systems and protocols, in particular knowledge of Themis or other similar systems and a working knowledge of GST and FBT taxation legislation and associate issues.
- ▶ Familiarity with the University's policies and procedures.

## **3. Special Requirements**

- ▶ Ability to occasionally work outside normal business hours (with notice), that is, after hours and some weekends for special events and during peak workload periods.

## **4. Job Complexity, Skills, Knowledge**

### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent works under the broad director of the Director, Centre for Asian Business and Economics, depending on experience and the complexity of the tasks. The position has no staff supervisory responsibility.

#### 4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have the discretion to innovate within own function and take responsibility for outcomes such as represent the interests of the Centre and demonstrate judgement when dealing with external stakeholders including foreign dignitaries. The incumbent is expected to solve problems through the standard application of theoretical principles and techniques, while operating at all times within University policies.

#### 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to develop an understanding of the higher education sector and the interrelationships between a range of policies and activities related to academic and administrative functions.

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

In addition, the incumbent will be required to develop a good operational knowledge of the Faculty and the University in particular the Asian related units.

The incumbent will be expected to have a sound professional working knowledge of enterprise financial systems and basic accounting principles and develop a working knowledge of taxation legislation in regard to GST and FBT. Familiarity with policy and procedures in relation to University financial matters, policies and procedures would be desirable.

#### 4.4 RESOURCE MANAGEMENT

The incumbent will be required to keep all necessary Centre records in a manner compliant with University policy and procedures and will be expected to provide detailed information to support the budget setting process as well as maintain accurate financial records.

#### 4.5 BREADTH OF THE POSITION

The incumbent is responsible for a broad range of tasks, and for effective liaison with a wide range of internal and external stakeholders. The position encompasses both day-to-day office administrative coordination and collaborative business support services. The incumbent is expected to build strong professional networks design to support and promote the Centre's image.

The incumbent will be a key source of advice regarding University policy and procedure to the Director, Centre for Asian Business and Economics and is expected to represent the interest of the Centre to both internal and external stakeholders.

### ***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 BUDGET DIVISION**

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

#### **Organisational Structure**

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

Accounting

Business Administration

Economics

Finance

Management and Marketing

Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- Academic Support Office
- Student Employability and Enrichment
- Research Development Unit
- The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

- Finance
- Human Resources (including OHS)
- Marketing and Communications
- Service Level and Facilities Management
- Quality Office

### **Our Programs**

There are about 9,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

### **Our Graduates**

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at [www.fbe.unimelb.edu.au](http://www.fbe.unimelb.edu.au).

## **7.2 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>.

### 7.3 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.



## 7.4 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>