

POSITION DESCRIPTION

Academic and International
Chancellery

Partnerships Advisor

POSITION NUMBER	0044130
CLASSIFICATION	PSC 7
SALARY	\$88,174 - \$95,444 p.a. ("pro rata" for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
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	Carmel Murphy, Executive Director International, Chancellery Tel +61 3 83449666 Email carmelmm@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:
<http://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>

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.

CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

ABOUT THE ROLE

Position Purpose:

To facilitate the development of international relations and institutional partnership information to enable effective decisions and ongoing relationship management that support the achievement of Growing Esteem and the International Strategy. This will be undertaken through the provision of high-level intelligence analysis and strategic advice for allocated markets. The role will support the execution of plans and international partner agreements through strong internal and external collaboration and timely negotiation.

To develop, maintain and remediate where necessary, effective working relationships with Academic Divisions, University Services and Chancellery to ensure high quality and timely service delivery.

Reporting line: Senior Partnerships Advisor

No. of direct reports: 0

No. of indirect reports: 0

Key internal relationships: Chancellery, Academic Divisions, University Services

Key external relationships: Partner Institutions, governmental and non-governmental organisations

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Significant

Judgement: Significant

Operational context: University-wide

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:

- Undertake focused intelligence research and analysis for allocated markets and partnerships.
- Produce structured, intelligence and advice to inform international relations and partnership decision making.
- Design plans, strategies and programs and support their implementation of region and country specific institutional relations to foster academic and associated governmental relationships.
- Provide briefings for inbound and outbound international visits.
- Develop, coordinate and conduct projects and initiatives as required.
- Support and conduct the negotiation (where required), recording of and development of “implementation of actions” arising from visits, delegations and representation.
- Develop focused negotiation of partnerships and agreements; manage and pursue negotiation to enable timely outcomes.
- Provide detailed briefing notes and logistical support to enable the engagement activities of senior staff both on and offshore.

Selection Criteria**Educations/Qualifications**

1. The appointee will have a degree with relevant experience; or extensive experience and broad knowledge of the field; or an equivalent combination of relevant professional experience and/or education and training.

Knowledge and skills:

1. Knowledge and understanding of the international strategy and the priorities of the University.
2. Ability to produce high quality analytical reports and advice based upon the use of appropriate quantitative and qualitative research methods and data analysis
3. Strong reporting and document writing skills.
4. Ability to work individually, or as part of a team to deliver of high quality work on a timely basis, both autonomously and through team working.
5. Experience building effective working relationships.

Other job related information:

Desirable: Fluency in another language and/or work experience in another country. Fluency in Mandarin is highly desirable