



POSITION DESCRIPTION

University of Melbourne Advancement

Project Coordinator, Alumni and Stakeholder Relations (STEM)

POSITION NO	0044334
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 p.a.
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	Lynne Lucas Tel +61 3 83442046 Email lynne.lucas@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 Project Coordinator, Alumni and Stakeholder Relations (STEM) is responsible for the coordination and delivery of strategic stakeholder engagement initiatives designed in response to “Believe” the Campaign for the University of Melbourne. Reporting to the Deputy Director – Alumni and Stakeholder Relations (STEM) and working collaboratively with colleagues across the Advancement portfolio, the incumbent will provide support to the cultivation of, and engagement with key stakeholder groups particularly graduates of STEM disciplines.

The incumbent will have outstanding interpersonal and project /event management skills, and an ability to collaborate effectively with colleagues, volunteers, alumni and prospective donors.

The incumbent will have a proven ability to work both collaboratively and independently in managing multiple projects in a fast-paced and goal-oriented environment.

The incumbent will work with the Deputy Director Alumni and Stakeholder Relations in the development of event, project and campaign scoping documents demonstrating strong written skills.

The incumbent will have excellent presentation and verbal communication skills.

1. Key Responsibilities

1.1 EVENT COORDINATION AND DELIVERY

- ▶ Assist the Deputy Director of Alumni and Stakeholder Relations (STEM) with the development and implementation of an annual campaign of strategic events and initiatives designed to attract, grow and nurture engagement between the University of Melbourne and graduates of its STEM disciplines.
- ▶ Develop and implement marketing initiatives (digital and print) in collaboration with key internal stakeholders to promote events and initiatives
- ▶ Develop project timelines and identify resource dependencies to ensure initiatives are fully scoped and delivered according to predetermined specifications/KPI's
- ▶ Ensure data capture is considered within the scoping of all events and that all event data is uploaded into Advancement's customer relationship management system.
- ▶ Liaise with colleagues across University Advancement to ensure STEM initiatives are aligned with and leverage the University's broader Alumni engagement program
- ▶ Evaluate events/initiatives and implement improvements as appropriate

1.2 ENGAGEMENT AND COMMUNICATION

- ▶ Ensure engagement initiatives are developed in consultation with key internal and discipline specific stakeholders
- ▶ Coordinate promotional materials and communications to ensure that messaging is strategic and leverages existing content and existing and new social channels
- ▶ Support STEM Alumni and Stakeholder Relations staff in the scoping and delivery of annual event and stakeholder engagement initiatives

1.3 STAKEHOLDER RELATIONS

- ▶ As required, attend and provide input to bespoke and whole of organisation planning meetings and provide support to the Deputy Director Alumni and Stakeholder Relations (STEM) around campaign specific initiatives.
- ▶ Develop and Maintain sound records management processes including ensuring stakeholder engagement data is uploaded into the Advancement Customer Relationship Management database, in a timely, accurate and consistent fashion.

1.4 GENERAL

- ▶ Contribute to the development of reports and presentations.
- ▶ Contribute to the analysis of programs and events.
- ▶ Administrative and other duties as directed.
- ▶ 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 tertiary qualification in a relevant discipline coupled with experience in a similar role and organisational context, where emphasis is on seeding and nurturing stakeholder engagement; or an equivalent combination of relevant training/education and experience in alumni/stakeholder engagement.
- ▶ Highly developed project/event management skills with demonstrable evidence of the capacity to align operational tactics/events and initiatives with high level organisational intent.
- ▶ Excellent communication skills and interpersonal relations.
- ▶ An engaging, collaborative style that is well suited to working constructively with alumni and volunteers such as Board members.
- ▶ Capacity to work collaboratively with team members from across faculty and with staff within the University Advancement Office.
- ▶ Possess the ability to plan and organise self and others to ensure the timely completion of tasks.
- ▶ High level of technical proficiency in the use of MS Office suite, email, internet and alumni/donor customer relationship management systems.

2.2 DESIRABLE

- ▶ Knowledge of the role of advancement within the context of the higher education sector.
- ▶ Experience in an educational setting.
- ▶ Social media or digital marketing experience.

3. Special Requirements

- ▶ Ability and willingness to work outside of usual office hours and locations. Time off in lieu will be provided for work completed outside normal operating hours.
- ▶ Operational requirements may influence the approval of annual leave.
- ▶ Some interstate travel may be required.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Project Coordinator Alumni and Stakeholder Relations (STEM) will work under the direction of the Deputy Director, Alumni and Stakeholder Relations (STEM). The role requires that the incumbent take responsibility for his/her work and independently carry out agreed tasks, be self-motivated, proactive and able to prioritise work-load and plan ahead. The incumbent will communicate with the Deputy Director on a regular basis and escalate any perceived area of concern that may require the attention of the Deputy Director. The incumbent is expected to be proactive and demonstrate initiative in working with University colleagues.

In many circumstances, the incumbent will be required to work collaboratively with other staff within Advancement, Faculty and externally. In addition, they will be required to work with volunteers.

The Project Coordinator will be responsible for his/her own time management and prioritisation of tasks to ensure that key responsibilities are met.

4.2 PROBLEM SOLVING AND JUDGEMENT

Well-developed personal, communication and organisational skills and sound judgement are critical to this role given the significant impact of the work undertaken. The Project Coordinator is expected to assist with analysing the effectiveness of current strategies and make recommendations for future initiatives. Well-attuned problem identification, management and solving skills as well as highly developed reporting skills are required.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Awareness of the University's strategic plan 'Growing Esteem', and an understanding of the key measures of success for the "Believe" Campaign is expected.

4.4 BREADTH OF THE POSITION

The Project Coordinator communicates with a wide range of stakeholders including colleagues from the Melbourne School of Engineering, the Faculty of Science, the Faculty of Veterinary and Agricultural Sciences and the Faculty of Architecture, Building and Planning, Marketing and Engagement.

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 service 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/topics/responsibilities/>

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

<https://www.alumni.unimelb.edu.au/>

The incumbent will be required to meet with staff from the STEM disciplines in faculty locations however the position will physically be located in the Advancement Unit.

7.2 BUDGET DIVISION

<http://advancement.unimelb.edu.au/>

The Advancement Office aims to facilitate the establishment and maintenance of mutually beneficial relationships between the University and its alumni, friends and benefactors. It is responsible for the management of programs relating to alumni and benefactors, and provides services to and works collaboratively with faculties and other central administration areas.

University of Melbourne Advancement (UoMA) is responsible for the coordination and delivery of Believe: the Campaign for the University of Melbourne, www.campaign.unimelb.edu.au

The completion of the first phase goal of raising \$500M for the Believe Campaign was publicly announced in March 2016 along with the intention to proceed with a second phase of the Campaign with revised goals of raising \$1B and actively engaging with 100,000 alumni by the end of 2021. The Campaign is the largest initiative of its kind in the Asia-Pacific region.

UoMA's Vision – Partnering for Impact

Advancement is a **catalyst** that leads to positive impact on the University, the city, the state, Australia and the world.

Mission

We do this in deep and genuine partnership with our generous alumni, supporters and academic colleagues.

To do this we will work in partnership with:

- **Academic and professional colleagues** to identify, curate, hone and present wonderful philanthropic and engagement opportunities that support our outstanding researchers, teachers and students and the spaces in which they live and work
- **Donors** to match and connect these opportunities to their passions
- **Alumni, friends and current students** to develop mutual and lifelong benefit by sharing skills, expertise and networks

Guiding Principles

- We are '**One Advancement**' working together towards collective goals
- We are driven both by **university strategies** and the opportunities presented by **our supporters' passions**
- We strive for outcomes through **strong partnerships that deliver impact** – both with university colleagues and with our community stakeholders
- We create opportunities for the university to come together with supporters to **make a difference in the world** and benefit the communities with whom we engage
- We build **enduring, purposeful relationships** that are stakeholder-centric and mutually-beneficial
- Our decision making and resource allocation are based on **expert knowledge, research insights and data**
- We recognise the impact of both **financial and non-financial contributions**
- We **operate sustainably** at both the organisational and personal levels

Foundation Values

Our work will be guided at all times by our Values:

- **Integrity** – we are honest, trustworthy, understanding and sincere
- **Collaboration** – we are supportive of each other and work as a team toward improved collective outcomes
- **Innovation** – we prize creativity and act with courage to progress our objectives
- **Professionalism** – we are committed, focused, accountable, respectful and proud of the work we do

Behaviours

We look to encourage the following behaviours across Advancement:

- **Prioritise** based on our strategic direction and purpose

- **Don't go it alone** – explore and exchange expertise, knowledge and institutional memory with colleagues across Advancement
- Be willing to **innovate and test new approaches**
- Support each other to **think, speak and act courageously** in pursuit of the best outcomes
- Be **responsive and decisive** taking both personal and collective **accountability**

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>