

POSITION DESCRIPTION

Academic and International
Chancellery

Senior Partnerships Advisor

POSITION NUMBER	0044129
CLASSIFICATION	PSC 9
SALARY	\$115,726 – 120,404 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	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 strive 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:

This role engages with and manages the provision of high quality intelligence analysis and strategic advice to facilitate international relations and institutional partnerships that support the achievement of Growing Esteem and the International Strategy. This will involve proactively working with stakeholders to enable strategic initiatives, provision of timely/accurate international relations decision making and performance information. This role will include active management of a portfolio of allocated markets and through the supervision of two Partnership Advisors.

This role will also be responsible for the delivery of information resources that enable effective, timely IR and partnership decision making and engagement.

To develop, maintain and remediate where necessary, effective working relationships across the University to ensure high quality and timely service delivery.

Reporting line: Reports to Executive Director, International

No. of direct reports: 2

Key internal relationships: Chancellery, Academic Divisions and University Services

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

Key Dimensions and Responsibilities:

Task level: Significant

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:

- Through effective research techniques, synthesis of intelligence and analysis provide timely IR and institutional partnership focused information.
- Manage the effective coordination and delivery of timely analysis and advice as defined by regional expertise of direct reports.
- Responsibility for the ongoing refinement and delivery of appropriate, easily accessible IR and partnership information resources
- Develop, coordinate, and assist the implementation of and reporting against relevant areas of the International Strategy.
- Lead and coordinate projects that enhance the outcomes of our international engagement
- Provide Chancellery International senior staff with briefings to inform interaction with current partnerships and new opportunities for engagement.

Selection Criteria:**Education/Qualifications**

1. The appointee will have a relevant postgraduate qualification and extensive relevant experience or extensive proven management expertise and domain experience or an equivalent combination of relevant experience and/or education/training.

Knowledge and skills:

1. Knowledge and understanding of the University, its Internationalisation strategy, and the priorities of the University
2. Evidence of the ability to produce high quality analytical reports and advice for the senior decision-making of the University
3. Extensive relevant experience of building effective cross-university working relationships, preferably within international relations
4. Experience in supervising and managing staff to achieve outcomes in a team environment
5. Strong reporting and documentation skills
6. Evidence of the development and implementation of process improvement

Other job related information:

Desirable qualifications and experience include fluency in another language or work experience in another country. Fluency in Mandarin is highly desirable.