



# POSITION DESCRIPTION

Academic & International  
Chancellery

## Senior Partnerships Co-ordinator

<b>POSITION NO</b>	0044131
<b>CLASSIFICATION</b>	PSC 8
<b>SALARY</b>	\$99,199 – \$107,370 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Fixed-term position available until 30 April 2019
<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>	Carmel Murphy, Executive Director – International Tel +61 3 8344 7669 Email: <a href="mailto:carmelmm@unimelb.edu.au">carmelmm@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Reporting to the Executive Director International, this role has responsibility for the co-ordination and ongoing development of an efficient, effective international visits and agreements management program. It is accountable for the development and implementation of streamlined processes and protocols that enable continuous improvement and enhanced access to relevant information.

The incumbent will also, through allocated markets, provide high-level intelligence and briefing notes and engage with strategic international partnerships and/or alliances to maximise opportunities that align with Growing Esteem and the International Strategy.

The incumbent is expected to work in a highly collaborative manner with internal and external stakeholders. This position is in the Partnerships team within Chancellery International and has two direct reports.

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

- ▶ Delivery of and ongoing refinement of the international visits program and agreements management, including the resources and data systems that underpin this engagement.
- ▶ Development and timely delivery of, focussed intelligence and advice for allocated international markets/partnerships and/or alliances.
- ▶ Provide expert advice both regular and ad hoc to internal stakeholders to optimise partnerships/alliances engagement.
- ▶ Lead, co-ordinate, events, information and initiatives, to enhance engagement with designated international partnerships and/or alliances
- ▶ Foster academic, institutional and associated governmental relationships to enable delivery of strategic outcomes.
- ▶ Fostering a culture of continuous improvement and innovative practices
- ▶ Undertake international projects and activities that support the achievement of the International Strategy as required.

### ***2. Selection Criteria***

#### **2.1 ESSENTIAL**

- ▶ 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 understanding of the internationalisation strategy and the priorities of the University.
- ▶ Experience in building effective working relations internationally, relationship building and cross-cultural sensitivity.
- ▶ Experience in supervising and managing staff to achieve outcomes.
- ▶ Demonstrated ability to work with confidential and sensitive information, and to produce high quality analytical reports and advice.
- ▶ Demonstrated strong analytical, reporting and writing skills.

## 2.2 DESIRABLE

- ▶ Fluency in another language and/or work in another country. Fluency in Mandarin is highly desirable.
- ▶ Experience in developing or fostering International Higher Education Institutional partnerships.

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under the broad direction of the Executive Director International and with a considerable degree of autonomy. The incumbent will be expected to work closely with the Senior Partnerships Advisor to provide a seamless approach to International partnerships management. The staff member is expected to be proactive and demonstrate initiative in working with colleagues and stakeholders, especially in creating and maintaining good working relationships.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent requires outstanding diplomacy, judgement and complex problem solving skills. This will include successfully being able to develop and implement new practices and processes that enable delivery of strategic partnership management.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent must develop and maintain an in-depth knowledge of University structures, policies, governance framework and the strategic overlay of Growing Esteem and the International Strategy.

### 3.4 BREADTH OF THE POSITION

The successful candidate will be required to work closely the senior members of the Chancellery International team members and to proactively develop positive working relationships with staff members of all levels of the university. In addition, close relationships with key external stakeholders will need to be fostered and developed.

## 4. 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.

## **5. 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.

## **6. Other Information**

### **6.1 ORGANISATION UNIT**

Led by the Provost, Chancellery (Academic & International) supports achievement of the vision and objectives for learning and teaching, international and academic performance contained in Growing Esteem 2015-2020. The Academic & International portfolio sits alongside other divisions (Research, Policy & Projects, Engagement, Administration & Finance) within Chancellery, responsible for setting and overseeing:

- ▶ The Melbourne student experience: designing an educational experience that is interdisciplinary, adaptive and research-led, offering choices that assist students to be increasingly intellectually independent and self-directing
- ▶ The University's commitment to student equity and diversity: improving the participation of students and staff from educationally, financially or socially disadvantaged backgrounds
- ▶ The quality of learning and teaching through educational innovation and standards: enabling students to learn in increasingly flexible ways, provide access to more work-integrated learning opportunities, internships and exchanges, and provide options for the design of bespoke programs of study
- ▶ Melbourne's Digital Learning Strategy: further integrating leading-edge technologies and digital resources in existing courses, and building a suite of wholly online graduate level courses that respond to the demand for flexible study options
- ▶ International recruitment, engagement and partnerships: expanding international engagement with universities, industries and the community to enhance, the learning and teaching program, the global mobility of students and staff and the Universities capacity to attract the best staff and students
- ▶ The continuous development and improvement of the Melbourne Curriculum: ensuring that Melbourne graduates will be critical and creative thinkers who can apply

knowledge, reasoning and research skills to complex professional and social problems

- ▶ Academic performance, development, promotion, reward and recognition: creating opportunities for academic staff to innovate and improve the learning experience, deliver growth in academic capability, enable the delivery of outstanding research outputs, and enable staff to partner with current and emerging industry sectors.

## 6.2 BUDGET DIVISION

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.

## 6.3 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>.

## 6.4 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*.

## 6.5 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>