



## POSITION DESCRIPTION

**Academic & International**  
Chancellery

### Strategy and Policy Officer (International Projects)

<b>POSITION NO</b>	0045264
<b>CLASSIFICATION</b>	PSC 8
<b>SALARY</b>	\$99,199 – \$107,370 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Fixed-term for 12 months
<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 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>

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***

Reporting to the Executive Director (International) but working closely to the Deputy Vice-Chancellor (International), the Strategy and Policy (International Projects) Officer will undertake complex and varied project work, carry out research, draft documents and provide liaison to assist the Deputy Vice-Chancellor (International), Pro Vice-Chancellor (International) and other senior leaders of the University in the management of projects and strategic initiatives in respect of the University of Melbourne's International Portfolio.

The Project Officer will participate in meetings, committees and working groups as required, coordinate and oversee specific activities and projects, and provide advice to senior academic and professional staff members on a range of matters related to realising the objectives of the University's International Strategy.

The successful candidate will be expected to be highly organised and work independently on a diverse range of tasks.

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

- ▶ Providing advice on a range of matters connected to the achievement of the International Strategy to the Deputy Vice-Chancellor (International), Pro Vice-Chancellor (International) and other senior leaders.
- ▶ Developing complex policy, planning proposals and documentation for matters related to the International Strategy.
- ▶ Undertaking research and data analysis to support the realisation of strategic objectives in the International Strategy.
- ▶ Supporting the incubation and execution of projects and programs aimed at enhancing international research collaboration, internationalised curriculum, international institutional relationships / alliances and the global reach of the University's engagement activities.
- ▶ Assist the development of country specific strategies and implementation plans, particularly with respect to India and Indonesia.

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

#### **2.1 ESSENTIAL**

- ▶ A degree in any discipline and relevant work experience.
- ▶ Demonstrated strategic focus, ability to identify opportunities and work to strategic direction.
- ▶ Outstanding communication and negotiation skills, with the ability to understand complex issues and deliver desired outcomes with confidence.
- ▶ Demonstrated focus on achieving timely results, ability to use initiative and to be flexible and responsive to changes in requirements.
- ▶ Demonstrated ability to analyse and evaluate options and provide impartial and forthright advice on complex matters.
- ▶ Demonstrated expertise in undertaking complex research and producing high quality written reports, briefing notes and complex documents.
- ▶ Demonstrated ability to manage varied projects, and achieve quality outcomes.

- ▶ Advanced skills in a range of computer applications, including email, electronic calendars, the MS Office suite and the ability to learn new applications.

## 2.2 DESIRABLE

- ▶ A graduate degree in any discipline
- ▶ Knowledge and understanding of international policy and planning in universities.
- ▶ Fluency in languages other than English, particularly Asian languages.
- ▶ Demonstrated ability to exercise cultural competency in professional settings.

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

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Project Officer will work to broad objectives set by the Deputy Vice-Chancellor (International). The successful candidate will be expected to work with a considerable degree of autonomy.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The Project Officer requires outstanding diplomacy, judgement and complex problem solving skills. This will include successfully being able to develop and implement complex projects that integrate relevant University policies and necessary external requirements.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Project Officer must develop and maintain an in-depth knowledge of University structures, policies, governance framework, environment and academic standards.

### 3.4 BREADTH OF THE POSITION

The successful candidate will be required to work closely with the Deputy Vice-Chancellor (International), Pro Vice-Chancellor (International) and other senior staff, and to proactively develop positive working relationships with staff members of all levels 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>