



## POSITION DESCRIPTION

Engagement  
Chancellery

### Creative Producer: Innovation

POSITION NO	0044588
CLASSIFICATION	PSC 9
SALARY	\$115,726 - \$120,404 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term for 12 months
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	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.
CONTACT FOR ENQUIRIES ONLY	Rose Hiscock Tel +61 3 8344 2848 Email <a href="mailto:rose.hiscock@unimelb.edu.au">rose.hiscock@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***

The **Creative Producer: Innovation** is responsible for delivering a compelling program of public facing events that bring together stakeholders within the innovation community (see section 1.1).

Embedded into the University of Melbourne, the role will drive programming for Carlton Connect and the Melbourne Innovation District. For further information about Carlton Connect and the Melbourne Innovation District, see section 7.1.

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

#### **1.1 GENERAL**

The role will:

- ▶ Be primarily responsible for developing and implementing compelling programs and events that bring together an entrepreneurial community including start-ups, academia, venture capital, industry and government;
- ▶ Ensure the program achieves cut-through and positions the University of Melbourne as a leader in building a culture of innovation and an integral part of the Melbourne Innovation district;
- ▶ With broad direction from the Director Science Gallery Melbourne, develop, manage and deliver a highly collaborative process across the University of Melbourne to build academic partnerships and collaborators within the program;
- ▶ Work in an interdisciplinary manner with faculties and external stakeholders to ensure the program reflects issues and questions relevant to UoM and exciting to entrepreneurs;
- ▶ Provide financial oversight for the public program related to Carlton Connect and the Melbourne Innovation District, including the establishment of project budgets and accurate reporting and forecasting;
- ▶ Recruit and manage freelance programmers to deliver activities, events and seasons of the highest calibre;
- ▶ Assist with fundraising and external funding grants and cultivate active sponsorship and supplier partnerships and joint ventures with external agencies and organisations.

#### **1.2 ANALYSIS AND ADAPTABILITY**

- ▶ Encourage evaluations (internal and external) to benefit from experience and shape future directions;
- ▶ Continuously collect and analyze audience and attendance data to inform the program.

#### **1.3 COMMUNICATION AND COLLABORATION**

- ▶ Effectively communicate and work with partners at RMIT and the City of Melbourne, as well as with internal UoM colleagues, to enhance the Melbourne Innovation District;
- ▶ Encourage collaborative input from RMIT, the City of Melbourne and the University of Melbourne in the developing the public program.
- ▶ Work with Communications colleagues within the University to ensure successful promotion of programs.

## 1.4 LEADERSHIP

- ▶ Represent UoM at forums, events and conferences;
- ▶ Maintain an active presence within local and international and internal peer associations and the generous sharing of information to colleagues worldwide.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Experience in delivering programs and events that bring together an entrepreneurial community including start-ups, academia, venture capital, industry and government;
- ▶ A high level of creativity and the ability to scope and deliver programs such as hackathons that inspire disruptive thinking;
- ▶ Experience in developing partnerships and programs with industry and government stakeholders;
- ▶ Highly developed influencing and negotiation skills and strong networks and relationships within innovation communities;
- ▶ Excellent written and verbal communication skills including ability to structure, engage and present information clearly and a strong social media activation;
- ▶ Exemplary interpersonal skills and the ability to work in a tertiary environment and in informal social settings;
- ▶ Qualification in a business, innovation or an equivalent combination of relevant experience and/or education/training.

### 2.2 DESIRABLE

- ▶ Experience within an academic environment
- ▶ Experience in building donor, corporate or earned income for events
- ▶ Experience dealing with media and promoting activities across a variety of platforms.

## 3. Selection Criteria

- ▶ Willingness to work flexible hours, especially after-hours programs, meetings and public events.

### 3.1 ORGANISATIONAL CULTURE

- ▶ Working alongside Science Gallery Melbourne, Carlton Connect and the Melbourne Innovation District, the position operates in a highly collaborative environment;
- ▶ The position is expected to make a significant contribution to a creative work environment;
- ▶ The role is outward facing and provides exceptional stakeholder and customer service.

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

### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

With a high overall degree of independence and autonomy, under broad direction of the Director Science Gallery, the Creative Producer: Innovation is responsible for managing the initiation and implementation of programs. This may include the supervision of event staff. The incumbent will work independently to resolve day-to-day problems and will refer to the Director Science Gallery when matters fall outside policy guidelines or require significant procedure modification.

The Creative Producer: innovation is expected to be hands-on, proactive and demonstrate initiative in all aspects of their work

### **4.2 PROBLEM SOLVING AND JUDGEMENT**

The Creative Producer: Innovation is responsible for the coordination and management of events and activities with diverse stakeholders and is expected to use a high level of judgement and initiative. The position is expected to have strong experience in the management of staff, resources, and activity and have strong problem solving skills to enable its delivery. An aptitude to convert ideas and objectives into actions for implementation by others is essential.

### **4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Creative Producer: Innovation requires a sound knowledge of the innovation eco system including: entrepreneurs and start-ups, industry, academia, venture capital and Government.

A knowledge of University systems would be desirable.

### **4.4 RESOURCE MANAGEMENT**

The Creative Producer: Innovation contributes to the compliance obligations of event management. The incumbent is also responsible for effective budget management all costs arising out of or associated with the activities of the team.

The role is not responsible for any direct reports but will be required to exercise influence on a broad range of stakeholders.

Proven experience in managing contract staff is critical.

### **4.5 BREADTH OF THE POSITION**

The position is responsible for bringing an understanding to the development, carriage and implementation of programs.

## ***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 strive 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/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## ***7. Other Information***

### **7.1 CARLTON CONNECT AND SCIENCE GALLERY MELBOURNE**

<https://melbourne.sciencegallery.com/>

The University of Melbourne is developing Australia's leading innovation precinct on the former site of the Royal Women's Hospital, located on the corner of Swanston and Grattan streets. Industry, researchers, government and the community will co-locate within the new precinct and collaborate to develop innovative solutions to major societal challenges.

Responding to the highest standards of design and sustainability, the precinct will include office space for start-ups and corporate partners, a 'superfloor' collaboration space, the FabLab prototyping facility to test and manufacture new products, student accommodation and childcare.

The University also intends for the precinct to be a place which will contribute to the local community, and where people will gather to live, work and play. It will also host shops, cafes, public spaces and the Science Gallery Melbourne.

Part of the Science Gallery International network, Science Gallery Melbourne will provide a bold, provocative and future-focussed new experience for Melbourne. The Gallery is focussed on inspiring young adults through the collision of art and Science.

<https://melbourne.sciencegallery.com/>

### Science Gallery International (SGI)

Science Gallery started in Dublin with the idea of becoming the world's leading organisation for involving, inspiring and transforming curious minds through science. It has since become world-renowned as a creative approach to igniting curiosity in science and technology.

The gallery's international arm, Science Gallery International (SGI) was founded in 2012 with the goal of establishing a Global Science Gallery Network with eight nodes in partnership with leading universities worldwide, by 2020. Each Science Gallery shares a common mission: to ignite creativity and discovery where science and art collide.

For more information visit <https://international.sciencegallery.com/network>

## 7.2 CHANCELLERY ENGAGEMENT

Engagement at the University of Melbourne encompasses the mutually beneficial relationships the institution has with wider society. It connects our teaching, students and research work with communities – locally, nationally and globally – to help us achieve our academic aspirations and create economic, social and cultural value.

- ▶ Engaged research: As a comprehensive, research-intensive and globally engaged university, the University of Melbourne engages beyond the academy to enrich its research and share advances that shape the world.
- ▶ Engaged students: A University of Melbourne education prepares graduates for lives of professional contribution, leadership and active citizenship as engaged alumni.
- ▶ Public value: A commitment to public value underpins our academic mission, shapes our operating practices, and guides our contributions to intellectual, cultural, social and economic life.

## 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>