



POSITION DESCRIPTION

Research Centres
Melbourne Law School

Research Centre Administrator

POSITION NO	0034535
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 per annum
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1 FTE)
BASIS OF EMPLOYMENT	Continuing position
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	Madeline Grey Tel +61 3 9035 4257 Email greym@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

Melbourne Law School (MLS) is host to a number of Institutes and Centres of research and teaching specialising in a wide variety of legal fields. Graduate research students and others are encouraged to participate in the research groups' teaching and research programs, and to use the research groups as a resource to pursue their own particular research interests. In addition to their research and teaching initiatives, the groups also conduct active seminar and conference programs. While academics from within the faculty are key contributors to the research groups' activities, the groups benefit in their activities from the extensive involvement of a variety of experts and leading practitioners drawn from relevant industries, professions, investment institutions, governments and universities in Australia and internationally.

The Research Centre Administrator is responsible for the provision of high quality administrative support to the Research Centre Directors and academic members of the research groups in order to assist in achieving their objectives. The position is responsible for making a significant contribution to the effective and professional operation of the research groups.

The Research Centre Administrator undertakes a range of administrative tasks including event management, the maintenance of information databases and websites, financial management as well as providing general administrative support.

It is necessary for the incumbent to manage competing demands, prioritise tasks effectively, ensure attention to detail, be self-directed in managing work assignments and be adept in dealing professionally with a range of stakeholders, offering them a high level of client service.

Under the direction of the Research Centre Directors and the supervision of the Manager, Research & Industry, the Research Centre Administrator is responsible for making a contribution to the effective and professional operation of the research groups and will contribute to the broader implementation of the Law School's Research & Industry strategic and operational plans.

The Research Centre Administrator will develop and maintain effective working relationships with colleagues in the Law School, University Services, visitors and stakeholders to ensure high quality and timely service delivery.

The incumbent is expected to work in a flexible and changing environment and operational requirements may require the incumbent to perform tasks of a commensurate level in the Research & Industry unit and other units of the Law School.

1. Key Responsibilities

- ▶ The Research Centre Administrator plays a major role in relation to the various activities of the research groups and their members. The primary responsibilities of the position are detailed below.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in the below section.

1.1 RESEARCH CENTRE ADMINISTRATION

The Research Centre Administrator will provide a range of administrative tasks in order to ensure the efficient operation of the research groups. These include:

- ▶ Responding to all telephone and email inquiries in relation to research activities, events, and memberships;

- ▶ Maintaining the research groups' websites;
- ▶ Collating and arranging information to prepare newsletters and other correspondence as well as acting as a publication liaison for academic members;
- ▶ Organising conferences, seminars, workshops and other events;
- ▶ Acting as a contact for Graduate Research Degree Students affiliated with the relevant research groups and actively communicating engagement activities with the relevant groups;
- ▶ Providing administrative support to the Directors and other academic staff members by arranging meetings, preparing agendas, papers, general correspondence and taking minutes as required;
- ▶ Managing the engagement and employment of casual staff including the completion of relevant paperwork, organisation of appropriate facilities and approval of timecards;
- ▶ Providing efficient and timely administration to the Directors for the annual sponsorship renewals as required in consultation with the Directors, update Advisory Board details, organise Advisory Board meetings and dinners, draft the agenda and take minutes;
- ▶ Preparing a range of documents including annual reports and other publications such as research output reports;
- ▶ Participating in the development of a records management system to ensure the effective retrieval of information.

1.2 FINANCIAL MANAGEMENT

Financial responsibilities for the Research Centre Administrator will include:

- ▶ Monitoring the budget and all financial transactions for the research groups including processing all invoices and reconciling Directors' credit card statements in a timely manner;
- ▶ Reconciling transactions monthly against the University's Financial System (Themis);
- ▶ Reporting monthly to the Directors on the financial status of the research groups and identifying any potential issues;
- ▶ In conjunction with the Directors drafting accurate annual budgets and event budgets to the satisfaction of the Directors and Law School Finance Manager.

1.3 EVENTS

Organising events, such as conferences seminars and workshops, including:

- ▶ Researching and booking venues and catering options;
- ▶ Preparation of promotional material and web based mail-outs;
- ▶ Making travel and accommodation arrangements for speakers;
- ▶ Collating conference materials, abstracts, bios and preparing programmes;
- ▶ Drafting and circulation of invitations;
- ▶ Registration and recording of replies in relevant systems;
- ▶ Preparation of supporting materials such as name badges and arranging copies of handouts;

- ▶ Venue management – booking venue, equipment, sourcing/hiring facilities, catering arrangements, security/on-site support, coordinating function set up and pack away;
- ▶ Liaising with and providing administrative support for speakers, internal and external organisations and Law School staff;
- ▶ Liaising with other Law School staff and services to ensure smooth running of functions at times and on days when the Administrator is unable to attend in person.

1.4 WEBSITES

The Research Centre Administrator is the webmaster for the research groups' websites and is responsible for regularly updating and maintaining the content as well as contributing to the review and continual improvement of the information.

- ▶ Maintain the existing website pages using the University's web content management programs (SquizMatrix)
- ▶ Ensure the research groups' web pages are accurate and up to date at all times;
- ▶ Continue to evaluate the design, layout and suggest improvements as necessary;
- ▶ Ensure that all event details are also publicised, as and where appropriate, on the general Law School and University events web pages.

1.5 SUPPORT RESEARCH GROUPS VISITING SCHOLAR PROGRAM

The Research Centre Administrator will be the primary contact for all Visiting Scholars and visitors to the research groups and is responsible for coordinating the various actions required in relation to hosting the visitors' stays, including:

- ▶ Programming of the Visiting Scholar Program for the relevant research groups;
- ▶ Arranging office space for Visiting Scholars;
- ▶ Support Visiting Scholars with regards to travel and accommodation arrangements;
- ▶ Liaising with Law School staff to ensure that appropriate facilities and other administrative support are made available to the Visiting Scholars.

1.6 OTHER

- ▶ Maintain effective and collaborative relationships with University Services and Chancellery.
- ▶ Undertake project tasks in the Research & Industry unit, as required.
- ▶ Undertake job tasks in MLS outside this role, as required.
- ▶ Oversee compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a relevant tertiary qualification in an appropriate field or an equivalent combination of relevant experience and/or education/training;
- ▶ Excellent organisational, attention to detail and project management skills to ensure the effective prioritisation, management and completion of assignments within agreed deadlines;
- ▶ Excellent written and verbal communication skills including the ability to communicate effectively and appropriately with a range of people and to build positive working relationships;
- ▶ Strong financial management skills to ensure the Centre budget and all financial transactions for the research groups are accurate and up-to-date;
- ▶ Demonstrated ability to work independently with minimal supervision using initiative to anticipate work requirements and to resolve issues;
- ▶ Demonstrated ability to work both autonomously and collaboratively as an effective member of a team.
- ▶ Excellent interpersonal skills with a strong client-oriented focus and a proven ability to collaborate with University and Law School colleagues to achieve Law School and Research & Industry objectives;
- ▶ Advanced Microsoft Office skills including Outlook, Word and Excel, database management skills and the ability to learn new applications;
- ▶ Previous experience in event management or other evidence of the ability to manage frequent small-scale activities and occasional large events within a budget;
- ▶ Experience with editing and formatting material for the web and / or a willingness and ability to obtain this skill quickly after appointment.

2.2 DESIRABLE

- ▶ Previous administrative experience in a tertiary education environment or similar educational institution;
- ▶ Experience with content management systems such as SquizMatrix, Dreamweaver or similar;
- ▶ Familiarity with University administrative systems, such as Themis, UniTravel and database systems such as Nexus;
- ▶ Ability to supervise and direct a small team of casual staff.

2.3 LEVEL OF SUPERVISION / INDEPENDENCE

The Research Centre Administrator operates under the direction of the Directors of the research groups and the supervision of the Manager, Research & Industry. The Research Centre Administrator works closely with the Directors and other academic staff of the research groups to coordinate a variety of activities. The nature of the role requires the incumbent to be highly self-motivated with strong time management, attention to detail and organisational skills to prioritise workloads to ensure that deadlines are met. The incumbent must also be equally adept at working independently as well as participating in

a unit as an effective team member. It is expected that the Research Centre Administrator will use their initiative to resolve routine issues and refer on only complex and/or sensitive matters to the Directors, Manager Research & Industry or other appropriate staff member for advice and/or resolution.

2.4 PROBLEM SOLVING AND JUDGEMENT

The position requires the efficient administration of a wide range of tasks and the management of multiple deadlines. The incumbent will be required to exercise sound judgment, diplomacy and discretion in communication with both internal and external stakeholders.

The Research Centre Administrator is required to develop a comprehensive knowledge of relevant Law School and University policies relating to matters including research, finance and travel. The position will also be the primary point of contact for visitors and casual staff engaged by the research groups and the incumbent is also expected to develop an understanding of the processes involved in the engagement of these people and to be able to assist with basic queries relating to their appointment.

2.5 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Research Centre Administrator will be expected to possess a detailed knowledge of the research groups' administrative functions, as well as relevant University and Law School policies and procedures, to ensure that key responsibilities are executed.

The position requires excellent interpersonal skills to facilitate effective communication with team members and other stakeholders and clients. At times this will require the incumbent to exercise tact and patience as well as the ability to maintain confidentiality.

The nature of the role requires the Research Centre Administrator to have excellent keyboard skills and a high level of computer literacy. This includes having advanced skills in the use of Microsoft Word and Outlook as well as familiarity with Excel, PowerPoint and the use of databases. Previous experience with the use of an enterprise system such as Themis, as well as web publishing and design programs such as Adobe InDesign would also be desirable.

2.6 RESOURCE MANAGEMENT

The Research Centre Administrator will be responsible for the smooth and efficient running of the research groups, including the ordering of relevant supplies.

It is essential that the Research Centre Administrator has an understanding and previous experience with budgeting and financial management. The role is responsible for assisting with the financial management of the groups, including ensuring that all invoices are paid promptly and financial transactions are recorded accurately. The incumbent is responsible for developing event budgets and ensuring that transactions are monitored according to the budget and reconciled on a monthly basis.

The Research Centre Administrator is responsible for the financial management of the research groups and their activities ensuring that all financial transactions are recorded accurately, and allocated to the correct accounts. It is also essential that transactions meet with the relevant budgets and are reconciled on a monthly basis.

2.7 BREADTH OF THE POSITION

The Research Centre Administrator will be interacting with a wide range of people including academic and professional staff, students, visiting scholars, members of the legal profession and government agencies. The incumbent is required to complete a variety of tasks and is expected to make appropriate decisions and provide advice that is in accordance with the appropriate policies and processes.

3. *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.

4. *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.

5. *Other Information*

5.1 ORGANISATION UNIT

www.law.unimelb.edu.au

Melbourne Law School is Australia's first all-graduate law faculty. Melbourne Law School was the first faculty in Australia to teach law, and awarded this country's first law degrees. The Law School is now fully graduate with its Juris Doctor for admission to practice recognised as a high level qualification in Australia and beyond. Coupled with the unrivalled excellence of the Melbourne Law Masters and its excellent Research Higher Degree programs, the Law School offers a unique opportunity for the integration of scholarship and teaching.

Its faculty is a vibrant community of creative scholars, committed to a highly collegial, research-intensive institutional life. The Law School has particular strengths in comparative analysis. It aims to integrate teaching with research and engagement activities and to engage with local, national and global communities.

The Law School is a single department faculty located in a custom designed building in University Square. The Law School has approximately 2,200 graduate students (including JD, Melbourne Law Masters and Research High Degrees).

Research

The international reputation of the School is closely linked to the range and quality of its research programs.

The School has several research institutes, centres and groups which provide a focus for scholarly interaction, including:

Centre / Institute
ARC Laureate Program in Constitutional Law
ARC Laureate Program in International Law
Asian Law Centre (ALC)
Asia Pacific Centre for Military Law (APCML)
Centre for Comparative Constitutional Studies (CCCS)
Centre for Corporate Law and Securities Regulation (CCLSR)
Centre for Employment and Labour Relations Law (CELRL)
Centre for Indonesian Law, Islam and Society (CILIS)
Centre for Media & Communications Law (CMCL)
Competition Law and Economics Network (CLEN)
Centre for Resources Energy and Environmental Law (CREEL)
Civil Justice Research Group
Electoral Regulation Research Network (ERRN)
Global Economic Law Network (GELN)

Centre / Institute
Institute for International Law and the Humanities (IILAH)
Intellectual Property Research Institute of Australia (IPRIA)
Obligations Group
The Tax Group
Transactional Law

5.2 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>.

5.3 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.

5.4 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>