



POSITION DESCRIPTION

Melbourne Law School
Melbourne School of Government

Project Manager – McKinnon Leader's Symposium

POSITION NO	0044923
CLASSIFICATION	PSC 5
SALARY	\$68, 892 - \$79,130 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.2 FTE)
BASIS OF EMPLOYMENT	Fixed-term for 6 months (until August 2018)
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	Jennifer Sutton Tel +61 3 9035 5398 Email Jennifer.sutton@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

In partnership with the Susan McKinnon Foundation, the University of Melbourne will work to improve the capability and diversity of Australia's political system through trialling a new executive-level initiative known as the *McKinnon Leaders' Symposium*. The Symposium will identify, attract and support talented and highly successful people from diverse backgrounds to enter public and political life confidently and effectively.

The Symposium will form part of a suite of external engagement programs, run through the Melbourne School of Government, that both celebrate and challenge ideas of what good political leadership and public policy is and can be. These include the *McKinnon Prize for Political Leadership* and the *Pathways to Politics Program* for women. These programs are all non-partisan.

The McKinnon Leaders' Symposium will be piloted in 2018 and will be available on an invitation only basis to selected participants. The Symposium will be based in the Melbourne School of Government, a whole of University interdisciplinary School, harnessing the resources of the University to create and deliver new Masters Programs, Research@MSoG, executive education and international partnerships.

The Project Manager will report to the Program Manager and will assist with the operational needs of the Symposium by providing high level administrative support across the pilot phase of this key University initiative. The position will be responsible for a number of high quality administrative support services relating to the coordination of program development, communications, selection, events and stakeholder management. In addition the incumbent will provide executive support to the McKinnon Leaders' Symposium Management Committee, comprised of representatives from the Susan McKinnon Foundation and the University.

The Project Manager requires a high level of understanding and a good working knowledge of the University, its policies, and key stakeholders both internal and external. The incumbent will have excellent communication and interpersonal skills, and the ability to balance priorities and competing demands in a highly professional environment.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ An equivalent combination of relevant experience and/or education/training
- ▶ Excellent communication and interpersonal skills, including written and oral communication, with an ability to tailor information to a number of different audiences
- ▶ Excellent interpersonal skills and demonstrated capacity and confidence to liaise with clients both internally (with students, academics and professional staff) and externally (with Symposium partners, participants, high profile guest speakers, senior executives and consultants)
- ▶ Event coordination experience
- ▶ Project coordination experience
- ▶ Excellent organisational and administrative skills
- ▶ Strong computer literacy including proficiency in the Microsoft Office suite and a demonstrable familiarity with multimedia
- ▶ Demonstrated use of initiative and responsiveness in planning and developing new ideas and approaches to ensure Symposium objectives are met

1.2 DESIRABLE

- ▶ Experience working in a tertiary educational or executive education environment
- ▶ Experience working in or with government or political parties
- ▶ Experience in production of online content and marketing collateral

2. *Special Requirements*

- ▶ Attendance at key events (most of which are conducted outside normal office hours) is an inherent requirement of this position and the successful applicant will be required to possess some flexibility with their working hours around this key responsibility.

3. *Job Complexity, Skills, Knowledge*

3.1 PROJECT SUPPORT SERVICES

- ▶ Under the guidance of the Program Manager, assist in the establishment of processes and procedures relating to the establishment of the Symposium including participant selection, induction and course delivery
- ▶ Develop and maintain consistent, accurate and accessible filing systems, including maintenance of file structure in network drive
- ▶ Act as a Secretary to the Mc Kinnon Leaders' Symposium Management Committee, comprised of representatives from the Susan McKinnon Foundation and the University, and associated working groups as required, a task that may include working with the Program Manager to establish administrative processes including preparation of templates for agendas, minutes and reports

3.2 BUSINESS SUPPORT SERVICES

- ▶ Provide high level client liaison for the Symposium including coordinating the arrival of guests and providing a professional first point of contact for external parties engaging with the Symposium
- ▶ Coordination of appointments relating to the Symposium, including arranging meetings with Symposium partners, staff, students, speakers, consultants and other clients
- ▶ Manage the process of responding to a number of incoming general enquiries for the Symposium and ensure the accurate dissemination of information as directed
- ▶ Assist with the development and preparation of high quality correspondence on behalf of the Symposium
- ▶ Coordinate accommodation and travel for international and/or interstate speakers
- ▶ Liaise with the Faculty and Susan McKinnon Foundation to provide accurate and timely reports

3.3 EVENT COORDINATION

- ▶ Assisting in meeting event objectives within set timelines, resources and budget constraints and ensure these are coordinated smoothly

- ▶ Venue bookings and ordering of equipment (including catering, AV, publications and equipment)
- ▶ Ensure tracking of RSVP, registration and follow-up for events
- ▶ Production of marketing materials using University and Faculty templates
- ▶ Coordinate catering requirements

3.4 OH&S

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

3.5 LEVEL OF SUPERVISION / INDEPENDENCE

The Project Manager works under the direction of the Program Manager. The incumbent will demonstrate a high level of independence and the capacity to operate with minimal supervision and provide regular summaries of work to date. The incumbent will show initiative and be able to determine the appropriate methods to ensure activities are undertaken promptly and efficiently, and liaise as appropriate with internal and external stakeholders.

3.6 PROBLEM SOLVING AND JUDGEMENT

The Project Manager is expected to exercise sound judgement in the management of priorities and methods, set achievable timelines for the completion of task and deliver projects within specified timelines. The incumbent will demonstrate sound judgement in making assessments and decisions to ensure the effective and efficient running of the Symposium and its administrative processes and procedures. They will demonstrate good problem solving skills by contributing to the development and review of administrative procedures, and handle all issues with confidentiality, care and sensitivity.

3.7 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Project Manager will be expected to have a sound understanding of University policies and procedures including a working knowledge of the University's decision-making structures, administrative and financial policies and systems.

3.8 RESOURCE MANAGEMENT

The Project Manager is required to keep all necessary records in a manner compliant with University policy and procedures

3.9 BREADTH OF THE POSITION

The role of the Project Manager involves a broad range of functions and responsibilities. The incumbent will be required to have excellent organisational skills and stakeholder management skills, and be able to work closely with the Program Manager and colleagues at School, Faculty and University levels; and to liaise effectively with the Susan McKinnon Foundation as well as key external stakeholders. The Project Manager will require strong computer skills in using a variety of standard packages and be able to learn specialised systems, including the University's Outlook Calendar.

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

<https://government.unimelb.edu.au/>

6.2 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>.

6.3 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.

6.4 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>