



POSITION DESCRIPTION

Melbourne Institute of Applied Economic and Social Research
Faculty of Business and Economics

Business Manager

POSITION NO	0009721
CLASSIFICATION	PSC 9
SALARY	\$111,812 – \$116,332 p.a
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Full-time (fixed-term) position available until 31 January 2018 Fixed term contract type: Replacement Staff Member
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
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	Mr Liahn Nortjé Tel +61 3 8344 9909 Email Liahn.Nortje@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 websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The Business Manager is accountable for the leadership, management and delivery of the Melbourne Institute's support services to academic staff and for the operational management of the Melbourne Institute. The Business Manager is the most senior administrative position in the Melbourne Institute and works closely with the Director.

As a member of the Senior Management Group, the Business Manager provides strategic and operational advice to the Director and the Senior Management Group to ensure the management of the Melbourne Institute is efficient and fosters the Melbourne Institute's goals. The Business Manager has responsibility for the management of significant resources; the annual operating budget, provision of leadership, supervision, development and appraisal of a number of support staff; and provision of advice and interpretation of Faculty and University policies and requirements and for overseeing the day to day operation of the Melbourne Institute.

The Business Manager is responsible for developing and maintaining effective relationships with staff within the Melbourne Institute and key contacts in the Faculty and wider University to ensure that the Melbourne Institute's interests are represented and are aligned with Faculty and University strategic objectives. To ensure this alignment, the Business Manager is a member of the Faculty's Operational Management Team, works closely with the other Department Services Managers within the Faculty and reports to the Director of the Melbourne Institute and the Faculty's Manager, Finance, Strategy and Planning.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A postgraduate qualification together with extensive relevant management experience, and/or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training; ideally in the tertiary education sector; and/or another complex organisation;
- ▶ Demonstrated ability to develop and implement strategic and operational plans, and establish, implement and review policies, procedures and initiatives;
- ▶ Extensive high level skills in budget development, financial management and cost control to achieve operational and strategic goals;
- ▶ Demonstrated ability to exercise judgement, make difficult decisions, deal discreetly and effectively with academic and administrative staff at all levels, particularly in human resource management;
- ▶ Demonstrated ability to lead and motivate a team through significant change in a complex environment including experience in staff performance management and conflict resolution;
- ▶ Proven ability to develop new management systems and to maintain a cycle of continuous improvement;
- ▶ High level analytical and problem solving skills;
- ▶ Excellent communication and interpersonal skills including the ability to present information clearly in writing and in person, persuade and negotiate, and to interact effectively with staff at all levels both internal and external to the University; and
- ▶ High level of computer literacy, particularly in the use of spreadsheets and databases.

1.2 DESIRABLE

- ▶ Knowledge of the University of Melbourne's policies and the ability to interpret and apply these to a broad range of complex work issues.
- ▶ Previous experience in the tertiary education sector in a dynamic and changing environment.

2. *Special Requirements*

- ▶ None

3. *Key Responsibilities*

3.1 STRATEGIC PLANNING

- ▶ As a member of the Senior Management Group of the Melbourne Institute, assist the Director in the strategic and operational planning processes including implementation or recommendations, monitoring progress of goals throughout the year, the effective integration of a range of internal and external policies and demands, and the evaluation of current strategic processes making recommendations for change where required.
- ▶ Accountability for the implementation of many aspects of the strategic and operational plan
- ▶ Continually assess Melbourne Institute procedures to ensure their quality and effectiveness and provide recommendations to the Director on the development of new and/or changes to procedures and systems when appropriate
- ▶ Provide advice to the Director on the impact and implications of changes to University and Faculty policies and procedures as well as planning and resource matters acting as a source of information, guidance and advice for academic and professional staff on these matters
- ▶ Plan for and implement practices that ensure that support services evolve with the changing needs of the Melbourne Institute, and ensure that the strategic directions of the Melbourne Institute are enhanced through ongoing evaluation of resource and financial management, staffing levels and work practices.
- ▶ Responsibility for effective prioritising of administrative activities within the Melbourne Institute and ensuring that they are completed in a timely manner and to a high standard

3.2 HUMAN RESOURCES – STAFF MANAGEMENT AND LIAISON

- ▶ Directly responsible for the supervision of professional staff and the deployment of those staffing resources (including executive support for committees)
- ▶ Oversee the management, training, performance and development of Melbourne Institute professional staff ensuring that the activities of the professional staff conform to University policies.
- ▶ Oversee the recruitment and selection of staff; including preparation and review of position descriptions and facilitating and participating in selection committees, where required

- ▶ Responsible for the provision of policy and direction to the administrative staff and in fostering team work amongst the group.
- ▶ Act as a liaison point to facilitate communication between the HR PSU and Melbourne Institute staff
- ▶ In consultation with the HR PSU ensure compliance with all University and Faculty human resources policies and procedures, employment awards and conditions of employment
- ▶ Oversee the academic Performance Development Review process and provide necessary information to the HR PSU
- ▶ Manage honorary appointments and academic visitors liaising with the HR PSU for advice on policy, procedures and required documentation
- ▶ Oversee staff induction at the Melbourne Institute level
- ▶ In consultation with the Director assist with the planning of future staffing needs of the Melbourne Institute

3.3 RESEARCH AND PROJECTS/CONSULTANCIES MANAGEMENT

- ▶ Provision of detailed knowledge and expertise in respect to contract administration to ensure that arrangements undertaken by the Melbourne Institute comply with the policy and procedures of the University in relation to contract administration including Intellectual Property and anti-competitive arrangements.
- ▶ Ensure that protocols and procedures are in place so that all such contractual arrangements are assessed fully for costs, benefits and risks and that the mechanisms for the monitoring and management of the progress of all arrangements are maintained.
- ▶ Manage contract submissions and variations and preparation of standard university research consultancy contracts for lodgement with Research, Innovation and Commercialisation at the University
- ▶ Provide advice and support to academic staff as required with respect to research contracts and ensure implementation of the contract in accordance with the terms of the contract
- ▶ Provide advice on the financial status of grants and/or projects and ensuring compliance with funding regulations, contracts and University financial policy and procedures
- ▶ Assist in the preparation of research proposals and respond to request for tenders to ensure compliance with the terms of the proposal and University policy and procedure

3.4 FINANCIAL AND RESOURCE MANAGEMENT

- ▶ Manage and develop the annual operational budget, financials for Business Plan, forecasting, and variance analysis based on locally agreed university principles in cooperation with the Finance Manager
- ▶ Oversee the budget of the Melbourne Institute ensuring that the performance against the budget is monitored for individual research grants and partnership developments.
- ▶ Oversee the terms of contracts or financial agreements on behalf of the Melbourne Institute
- ▶ Oversee the management of accommodation, facilities and equipment.

3.5 INFORMATION TECHNOLOGY

- ▶ Oversee the development and maintenance of Information Technology and ensure the technology is used to promote the Melbourne Institute effectively and provide the infrastructure for undertaking relevant research.
- ▶ Monitor compliance in relation to security requirements as directed by Commonwealth agencies

3.6 OCCUPATIONAL HEALTH AND SAFETY (OH&S) AND ENVIRONMENTAL HEALTH AND SAFETY (EH&S)

- ▶ Responsibilities as outlined in section 6.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Business Manager operates within a broad framework defined by the University; the Faculty and Melbourne Institute's Strategic Plans and long term goals, and by the Director. Within this framework, the incumbent operates with a considerable degree of autonomy and is expected to manage and initiate action that will benefit the Melbourne Institute and to resolve problems relating to the functioning of the Melbourne Institute. The incumbent is required to make assessments and a decision related to a diverse range of people and activities within the Melbourne Institute, and is expected to identify, evaluate and present alternative solutions to problems, which may lead to modification of existing systems, and development of new policies.

The incumbent has management responsibility for a functional area and manages other staff including professional staff.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Business Manager is expected to make policy recommendations to others and to implement programs involving major change which may impact on other areas of the institution's operations. The incumbent is responsible for program development and implementation. The incumbent is expected to provide strategic support and advice requiring integration of a range of university policies and external requirements, and an ability to achieve objectives operating within complex organisation structures.

High level judgement, diplomacy, advocacy and excellent problem solving skills are required in day to day activities, decisions and interrelations with stakeholders. The Business Manager is required to exercise well developed analytical, investigative and reporting skills in resolving complex matters across a range of activities. Judgement and confidentiality is critical, in particular when dealing with human resources issues, which frequently require sensitivity and an appreciation of the responsibilities of both employer and employee.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to demonstrate capacity to conceptualise, develop and review major professional, management or administrative policies at the corporate level. The

incumbent is expected to have significant high level creative, planning and management functions and responsibility for significant resources.

The Business Manager is expected to have comprehensive knowledge of the procedures, structure, organisation and culture of the Melbourne Institute, Faculty and the University. The Business Manager distils information from all these sources and provides input to the Director and other staff on possible trends or issues which may impact on the Melbourne Institute and its functions. The incumbent must develop a comprehensive knowledge of the University's corporate systems and have a willingness to work with changes in systems or processes.

4.4 RESOURCE MANAGEMENT

The Director has ultimate responsibility for the financial and capital resources of the Melbourne Institute however the Business Manager is expected to provide advice to the Director regarding the deployment of resources for which the Business Manager is accountable. The Business Manager supports the Director in strategic planning and resource management. This requires an understanding of the Melbourne Institute's role in a broader Faculty and University context.

4.5 BREADTH OF THE POSITION

The Business Manager is expected to demonstrate the capacity to conceptualise and implement professional, management, or administrative policies at the Melbourne Institute level. This position requires extensive interaction with staff at all levels in the Faculty, other Departments and University Services. The position requires the incumbent to work with a broad range of issues (human resource, financial, etc) relevant to a large Department of the University. They provide strategic advice with a high level of complexity; contribute to development and implementation of strategy and policy, undertake significant short and long term business and organisational planning, manage financial resources; and lead change and transition initiatives that will have Department and Faculty wide implications.

5. Other Information

5.1 ORGANISATION UNIT

www.melbourneinstitute.com

Established in 1962, the Melbourne Institute was the first research institute of its kind in Australia. Over its long history, it has enhanced the wellbeing of all Australians by delivering high-quality, independent research that makes a sustained contribution to economic and social policy development.

The Melbourne Institute is now firmly established as one of the world's leading economic and social policy research institutes – and we look forward to continuing to contribute to economic and social policy for the benefit of all Australians.

The Melbourne Institute undertakes research across six areas. Four of these – socio-economic disadvantage, public sector performance, productivity and living standards, and health and wellbeing – are focused upon building the evidence base for reform and contributing to public policy. The other two – the collection and analysis of survey data,

and measuring economic and social outcomes – give us and other organisations the tools and data we need to help shape policy.

This research is conducted by six key research programs:

- ▶ economic and social disadvantage
- ▶ economics of education
- ▶ health economics
- ▶ HILDA Survey
- ▶ labour economics and social policy
- ▶ macroeconomics.

5.2 BUDGET DIVISION

<http://fbe.unimelb.edu.au>

The Faculty of Business and Economics has been a leading provider of business and economics education since 1924. It is committed to research excellence and engagement, the highest quality academic programs, and strongly linked via formal alliances and partnerships to business, government, and the wider community. It has an active advisory board where business leaders, government representatives, and community leaders have a substantial and meaningful role in the implementation of the Faculty's vision. The Faculty has strong connections with leading international universities. These external connections together with its own world class academics, outstanding professional staff and strong leadership provides the foundation to become the leading business and economics faculty in the Asia Pacific region.

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

5.4 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.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of

financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 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/unisec/governance.html>.

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/topics/responsibilities/>

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