



POSITION DESCRIPTION

Infrastructure and Facilities

Faculty of Medicine, Dentistry & Health Sciences

Project Support Officer

POSITION NO	0046477
CLASSIFICATION	PSC 6
HOURLY RATE	\$79,910 - \$86,499 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term for 6 months
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	Nez Goc Tel +61 3 8344-7763 Email ngoc@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:

hr.unimelb.edu.au/careers

Position Summary

The Faculty of Medicine Dentistry and Health Sciences (MDHS) operates and manages a large portfolio of specialist clinical research, laboratory and office spaces in campuses, research institutes and health services area throughout Victoria. A full-time casual role is available to work with the Director, Infrastructure & Facilities.

The Project Support Officer works as part of the Infrastructure and Facilities team with portfolio responsibility for providing high level project administration to the Director, Infrastructure & Facilities and Deputy Director, Infrastructure and facilities in the Faculty of Medicine, Dentistry and Health Sciences. The Project Support Officer is expected to ensure a smooth workflow enabling the Deputy and Director, Infrastructure and Facilities to function effectively across a wide range of infrastructure related projects across the MDHS portfolio.

This multitasking and challenging role involves diverse duties and will require excellent interpersonal communication, organizational and time management skills. Working in a fast-paced environment, the incumbent will use their comprehensive administrative skills and knowledge to organize and coordinate activities whilst working with a range of stakeholders. The nature, diversity and scope of responsibility require the frequent use of discretion, initiative and independent judgment.

Our Values

Respect | Accountability | Continuous Improvement | Empowerment | Sustainability

1. Key Responsibilities

1.1 FACULTY SPACE & INFRASTRUCTURE PORTFOLIO MANAGEMENT

MDHS activities take place in a wide range of facilities which include clinical research, laboratory and office spaces in campuses, research institutes and health services area throughout Victoria.

Key responsibilities include:

- ▶ Provide project administrative support to the Deputy and Director, Infrastructure & Facilities.
- ▶ Manage the day-to-day project correspondence with stakeholders, project managers and the Director, Infrastructure and Facilities, including responding to email as appropriate, the processing and prioritising of incoming and outgoing mail, liaising with departments/University staff to gather and prepare information and clarify requirements
- ▶ Ensuring the Infrastructure & facilities in the MDHS project portfolio are efficiently and effectively managed to meet the Faculty's teaching and research objectives;
- ▶ Maintaining strong relationships with University Services, project delivery teams, schools and departments to ensure effective & timely delivery of Infrastructure Projects.
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1.2 PROJECT MANAGEMENT

- ▶ In conjunction with University Services, assist in the supervision of major projects with partners;

- ▶ Assist in the Implementation of rigorous project methodology to manage projects, ensuring business continuity, compliance and budget management.

1.3 RELATIONSHIP MANAGEMENT

The Project Support Officer is responsible for the following regarding relationship management within the assigned area:

- ▶ Providing a high standard of service and support to the local area.
- ▶ Building rapport and establishing regular contact with the assigned project area's operations team and other local area stakeholders including Infrastructure Services.
- ▶ Developing strong working relationships and partnerships with senior management, staff and students.
- ▶ Working effectively and productively with the other members of the MDHS' OHS / Laboratory Management team to meet the Faculty's OHS and compliance objectives in regard to infrastructure projects.

1.4 COMMUNICATION

The Project Support Officer is responsible for the following regarding communication with internal and external clients, staff, students and visitors:

- ▶ Using appropriate communication techniques to accurately determine needs.
- ▶ Demonstrating a clear, concise and open manner.
- ▶ Provide support to project committees as required. This may involve maintaining membership lists, preparing and distribution of agenda papers, minute taking, and following up on action items
- ▶ Cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others' feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a relevant tertiary qualification or extensive relevant work experience and/or an equivalent combination of relevant experience and/or education and training or relevant experience working within a similar role, ideally in the facilities and project management discipline.
- ▶ Demonstrated ability to develop, document, implement and manage project administration processes and procedures
- ▶ Excellent interpersonal skills with the ability to interact with a broad range of people and maintain strong, effective working relationships.
- ▶ Ability to work collaboratively and effectively within a team environment as well as independently.
- ▶ Versatility, flexibility, enthusiasm and a high level of initiative and self-motivation.
- ▶ High level administrative and organizational skills including the ability to manage a heavy and complex workload effectively through prioritization and scheduling work to

meet deadlines and a focus on quality output Diary management, including bring-ups and reminders; schedule meetings as required.

2.2 DESIRABLE

- ▶ Knowledge of health services and research institutes infrastructure environments and emerging research technologies.
- ▶ knowledge of occupational health and safety legislation, laboratory regulatory and statutory requirements.

2.3 SPECIAL REQUIREMENT

- ▶ A working with Children and Police Check may be required

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position reports to the Director, Infrastructure & Facilities. The incumbent is also expected to work closely with the Deputy Director, Infrastructure & Facilities, senior Managers and staff in the Infrastructure and Facilities team.

3.2 PROBLEM SOLVING AND JUDGEMENT

Problem solving skills and initiative are required to effectively organize, prioritise and coordinate project needs of the Director, Infrastructure and Facilities. The Project Support Officer is required to efficiently manage several tasks simultaneously and to ensure that deadlines are met.

The incumbent is required to use initiative to provide appropriate advice, information or referral, particularly in the absence of supervisors. Discretion, confidentiality and impartiality are expected at all times.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have high level computer expertise with a number of software applications, especially Microsoft Office. Excellent written and verbal communication skills are crucial.

The incumbent may have additional areas of knowledge based on their background, education and experience, such as a broad knowledge of Laboratory and OHS standards.

3.4 RESOURCE MANAGEMENT

The incumbent is responsible for managing available resources to ensure the efficient and effective support for the faculty projects. This includes efficient time management and effective use of work resources without compromising quality.

3.5 BREADTH OF THE POSITION

The incumbent is required to provide a very broad range of administrative tasks and project management.

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 INFRASTRUCTURE & FACILITIES TEAM

The Infrastructure and Facilities team provides support and services to the faculty in areas of Laboratory management, OHS Advice and project management.

The MDHS OH&S and Laboratory Management team collaborates with all Faculty members to drive process improvement, evaluate and improve risk management thereby protecting the well-being of each one of us and the University's regulatory reputation.

MDHS has a large number of organisational units including schools, departments, institutes and clinical research areas located on and off campus. Some academic units are embedded in external hospital or institute partners' sites.

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

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>