



THE UNIVERSITY OF  
MELBOURNE



Appointment of a

## School Support Officer

School of Historical and Philosophical Studies,  
Faculty of Arts



The background image is a photograph of a university campus. On the left, there is a modern building with a curved, metallic, ribbed facade and arched windows. A paved path runs alongside the building, lined with trees that have green and yellowing leaves. Several people are walking along the path. On the right, there is a traditional stone building with many windows. The path continues towards the background, flanked by more trees and a few people walking.

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# Acknowledgement of Country

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The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.





# The Faculty of Arts

**The Faculty of Arts at the University of Melbourne is widely recognised as Australia's leading centre for the study of the Humanities and Social Sciences**

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The Faculty of Arts is committed to creating a workplace where equity, diversity and inclusion are celebrated and everyone is treated fairly, regardless of gender, sexuality, ability, ethnicity, religion or age. People with diverse experiences and especially Aboriginal and Torres Strait Islanders and other First Nation people are strongly encouraged to apply.

If you have any accessibility or other requirements for the application or interview, please contact us. We are dedicated to ensuring barrier free and inclusive practices to recruit the most talented candidates. A position description is available in alternate formats if required, including large print.

The Faculty of Arts at the University of Melbourne brings together leading scholars across 40 disciplines of study in the Humanities and Social Sciences. Our academic staff are of international standing and committed to excellence in teaching and research.

The Faculty is home to the University's first degree, the Bachelor of Arts, which is one of the most sought-after degrees in Australia, consistently attracting outstanding students from around the country and

internationally. Our teaching programs encourage critical inquiry, creativity, global perspectives and the questioning of ideas. In 2016, the Faculty opened Arts West – an award-winning building in the heart of the historic campus and a new home for the Bachelor of Arts. Arts West supports active and informal learning through object-based learning laboratories and purpose-built teaching spaces which has transformed teaching and learning in the Humanities and Social Sciences, setting a new benchmark in the Asia region.

Our Graduate School of Humanities and Social Sciences offers 19 professionally oriented Masters programs, including Arts and Cultural Management, Applied Linguistics, Global Media Communication, International Relations and Public Policy and Management. The Graduate School also houses our outstanding PhD program.

Over its 150-year history, the Faculty has produced leaders in a wide range of fields, including government, business, creative industries and media, community and not-for-profit organisations. The Faculty maintains strong strategic relationships with leading international universities through joint teaching collaborations, research projects and student exchange programs. Partnerships with government, not-for-profit and private organisations facilitate work integrated learning opportunities for our students and research collaboration with our researchers. The Faculty has an active and vibrant outreach program, promoting lifelong learning in the Humanities and Social Sciences.

Our community includes over 700 academic and professional staff, 13,000 students across undergraduate, graduate coursework and research higher degree programs, and a strong and active alumni population of over 70,000 worldwide.

Alongside the Graduate School of Humanities and Social Sciences, the Faculty consists of five interdisciplinary Schools:

[Asia Institute](#) – the University's key centre for study in Asian languages and cultures, with programs including Arabic, Chinese, Indonesian and Japanese languages, alongside Asian, Islamic and Contemporary Chinese Studies.

[School of Culture and Communication](#) – with programs in Art History and Curatorship, Arts and Cultural Management, Gender Studies, Indigenous Studies, Creative Writing, English and Theatre Studies,

Media and Communications, Publishing and Communications, Journalism, and Screen and Cultural Studies.

[School of Historical and Philosophical Studies](#) – encompassing History, History and Philosophy of Science, Philosophy, Jewish and Hebrew Studies, Conservation and Classics and Archaeology.

[School of Languages and Linguistics](#) – includes French, German, Italian, Russian and Spanish languages, alongside European studies, Latin American studies and Linguistics, Applied Linguistics and English as a Second Language.

[School of Social and Political Sciences](#) – with programs in Anthropology and Development Studies, Criminology, Political Science, and Sociology and Social Policy.

## **FACULTY OF ARTS STRATEGY**

Under the leadership of Professor Russell Goulbourne, we have launched a [Faculty of Arts Strategy](#) focusing on:

- Transformative learning
- Research that makes a difference
- Partnerships that add value
- Support for all staff

### **Mission**

The Faculty of Arts is committed to benefiting the peoples, cultures and economies of Melbourne, Australia, the region and the world.

We do this across our distinctively broad range of Humanities and Social Sciences disciplines by creating, transforming and sharing knowledge that deepens and enriches understanding of what it means to be human and by developing graduates whose skills, values and empathy enable them to shape better, fairer and more sustainable societies.

### **Values and Behaviours**

We are committed to benefiting the peoples, cultures and economies of Melbourne, Australia, the Region and the World. We expect all our staff to commit to our values of:

- Rigour and integrity, generosity and humility, intellectual freedom and critical independence

- Diversity and inclusion, trust and mutual respect, social justice and civic responsibility
- Courage and creativity, openness and transparency, environmental sustainability.

### **Vision**

Building on our achievements to date, by 2025 the Faculty of Arts will be:

- the leading faculty of our kind in the Asia-Pacific region and one of the most compelling in the world, known above all for the difference we make locally, nationally, regionally and globally
- home to a dynamic, diverse and inclusive community of staff and students who are committed to achieving our full potential by working together and with our partners in a spirit of courageous generosity
- transformed by recognising and engaging the ways of knowing held by Aboriginal and Torres Strait Islander peoples, on whose land we work



# Position Description & Selection Criteria

It is essential that the Selection Criteria be addressed in the job application. At this university this means including a document that addresses each of the criteria, separate to the CV and Cover Letter. Applications that fail to address the Selection Criteria explicitly will not be considered. If you have any queries about this, please contact us (see 'how to apply' section below)

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<b>POSITION NO.</b>	0057383
<b>CLASSIFICATION</b>	UOM 5
<b>SALARY</b>	\$83,159 - \$95,518 p.a
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time 1 FTE
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="#">Staff Benefits</a>

## Position Summary

The School of Historical and Philosophical Studies seeks to appoint an engaging and motivated School Support Officer to fit into a dynamic professional staff team and support the wide range of staff within the school. They will work collaboratively with the School's core professional team and report to the School Operations Coordinator. Initiative, motivation and professionalism are skills sought that will be paramount to success in the role.

The School Support Officer will provide a broad range of high quality administrative and operational support to School staff. They will manage the recruitment activity within the school in conjunction with the School Operations Coordinator, specifically organising selection panels, liaising with central staff to ensure compliance and complete the recruitment process utilising our University HR systems where attention to detail is imperative. The successful incumbent will administer local onboarding, participate in the office allocation process and organise staff relocation where required. From a financial perspective the role will look after purchasing, invoicing and accounts payable/receivable.

Across the year the position is expected to work closely with academic, honorary staff and visitors from within and external to the school. The role will also liaise with subject matter experts from the wider

university shared services team, business units and other senior leaders from across the Faculty.

The incumbent must have the ability to flexibly contribute to team-based tasks as well as perform tasks on an independent basis. Additionally, they must have highly developed organisational skills and excellent interpersonal skills to effectively manage the responsibilities of the position.

## Key Responsibilities

- Under the direction of the School Operations Coordinator, administer the full recruitment process for appointments including liaising with the HR and Talent Acquisition team to advertise positions, supporting panel chairs with interview and presentation schedules and logistics, maintaining regular communication with candidates, submitting ServiceNow offer requests and closing positions
- Support queries in relation to visa processes, relocation requirements and workplace adjustments requirements for new staff to ensure a seamless transition into their new work environment
- Plan and administer a cyclical schedule of activities and communications to ensure that School staff understand the recruitment and the onboarding lifecycle in the University, Faculty and School
- Work closely with the central finance team to raise purchase orders for IT items, assets and consumables, process invoices as required and work with external providers to ensure international payments are processed correctly via People 2.0.
- Direct staff to relevant sources of support in relation to University policies and systems and Faculty Operating Rules, to ensure compliance, such as: Casual Research Assistants contract creation in Manage Casual Contracts and Themis timecard approvals
- Prepare a local welcome and OHS induction process for all School appointments, ensuring the key stakeholders are engagement in the process and milestones are achieved timely
- Assist with the coordination and the allocation of office space, ordering of stationery, equipment and resources
- Provision of front of school support where required

- Ensure facilities are well resourced and maintained to meet University ergonomic, Occupational, Health and Safety, and IT standards in conjunction with school and central colleagues
- Coordinate staff exit procedures including ensuring office keys are returned and office space has been vacated
- Update the relevant School records and web pages to track new staff details, update distribution lists, floor plans and key registers
- Act as the primary contact point for queries in relation to School and triage to appropriate staff members for follow-up and support
- Act as delegated OHS support for the School

## Selection Criteria

### ESSENTIAL

- Completion of a relevant degree, (or completion of a diploma qualification and subsequent relevant work experience; completion of a Certificate IV and extensive relevant work experience), or an equivalent combination of experience and education/training
- Commitment to quality client service, focussing on providing accurate and timely information to a diverse client base and looking for opportunities to add value
- Demonstrated ability and experience in providing effective administrative support
- Sound time management skills including the ability to work independently and to manage competing responsibilities
- Organisational skills with demonstrated ability to prioritise a range of tasks, manage time effectively, apply good judgement and work with minimal supervision
- Demonstrated ability to communicate effectively with a wide range of people including academic and professional staff, contractors and service providers
- Demonstrated ability to perform and work collaboratively in a team with the ability to maintain confidentiality and exercise discretion
- Demonstrated experience in using Microsoft Office including a high-level competence in the use of Word, Outlook, Excel and PowerPoint

### DESIRABLE

- Experience working in a tertiary education environment.
- Experience with workday, finance and HR systems will be beneficial.

## Job Complexity Skills, Knowledge

### LEVEL OF SUPERVISION / INDEPENDENCE

The School Support Officer reports to the School Operations Coordinator and works closely with a team of professional staff and the Head of School in SHAPS. The role is the first contact point in the school and works collaboratively with academic staff and relevant colleagues internal and external to the organisation.

The incumbent is responsible for their own time management and prioritisation of tasks to ensure that key responsibilities are met, issues are identified, and solutions recommended in a timely manner.

### PROBLEM SOLVING AND JUDGEMENT

The successful incumbent will need to display initiative and exercise judgement in the resolution of issues, seeking guidance from relevant colleagues internal and external to the school where appropriate. The ability to navigate a large ever changing and dynamic institution with multiple IT platforms will be beneficial.

### PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires extensive knowledge of the structure of the Faculty and a detailed understanding of academic and administrative policies and communication around Finance, HR and OHS.

The incumbent will be expected to develop a strong understanding of best practise HR with the assistance of our central HR and Talent Acquisition teams.

### BREADTH OF THE POSITION

The School Support Officer role spans a range of critical activities within the school and provides professional services to all internal and external stakeholders. The incumbent needs to be adept at

interacting comfortably with a broad range of academic and professional staff in the School, Faculty and University and well as members of public and external suppliers from time to time.

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

## **Equal Opportunity, Diversity & 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

## **Occupational Health & 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 [here](#).





# The University of Melbourne

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Established in 1853, the University of Melbourne is a public-spirited institution with an outstanding reputation for excellence in research, learning and teaching, and engagement.

Ranked number 31 in the latest Times Higher Education World University Rankings\*, Melbourne competes on an international stage with the best institutions globally and has an international outlook and reach to match.

With a rich history stretching over 160 years, the University of Melbourne also occupies a special place in the heart of the city. Since its founding in 1853, the University has been a public-spirited institution committed to making distinctive contributions to intellectual, cultural, social and economic life in the region and beyond. These values underpin the University's entire academic mission and shape operating practices, preparing engaged graduates and steering research that advances the world.

With a wide range of disciplines, the University of Melbourne currently educates over 50,000+ students from over 130 countries. The University comprises ten Academic Divisions providing learning that stimulates, challenges and fulfils the potential of excellent students from around the world, leading to personal development, meaningful careers and profound contributions to society.

The alumni network is significant and truly international, with representation from 160 countries. This international community includes

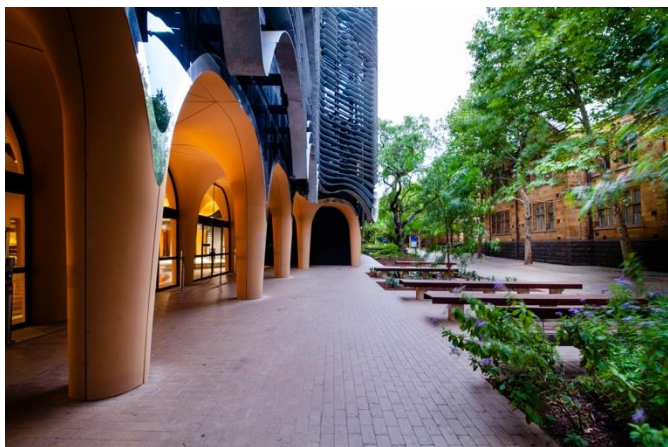
former Prime Ministers, Governors General, and Nobel Laureates, and is a testament to the world-class education the University of Melbourne delivers.

\*Times Higher Education World University Rankings 2021

## THE MELBOURNE MODEL

Building on long-standing traditions of leadership and innovation in teaching and embracing international developments in curriculum design, the University introduced the Melbourne Model in 2008. The distinctive educational model offers degrees in three broad cycles. At Bachelor level, students select from one of six broad degrees (offering a total of 87 major fields of study) and a limited number of specialist offerings. These programs lay the intellectual foundations for future employment or further study. Most professional qualifications are subsequently offered at Masters level, where students can choose from a variety of professional or specialist graduate programs offering intensive graduate-level experiences that promote deep professional learning. At Doctoral level, students work alongside and are nurtured by international research leaders in a broad range of fields.

The Melbourne Model's curriculum combines academic breadth with disciplinary depth to strategically reposition the University in an increasingly globalised higher education framework. The University prepares its students to enter a world marked by rapid change where graduates must possess the applicable knowledge, and flexible and adaptable skills, to succeed.



# The University of Melbourne's Strategic Plan 2020 – 2030

## Advancing Melbourne

The University's strategic direction is grounded in its purpose. While its expression may change, **our purpose is enduring: to benefit society through the transformative impact of education and research.** Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

[Advancing Melbourne](#) reflects the University's commitment to its people, its place, and its partners. **Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.**

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.





## People and Benefits

The University is committed to providing an intellectually stimulating and personally rewarding workplace which attracts people who are the best in their professional, academic and teaching fields

Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. The University is proud of its many staff that have been recognised through prestigious national and international awards and through membership of Australia's learned academics. Among the many scholars of international renown at the University is the winner of the Nobel Prize – Professor Peter Doherty (Physiology and Medicine) and many other public intellectuals and scientific leaders.

### The Benefits

The University offers staff more than just a job – it offers them an opportunity to be part of a dynamic world class organisation which provides its staff with exceptional benefits and support at every stage of their life and career.

- Working in a culturally inclusive environment
- Engaging in an active and vibrant campus life
- A focus on health and wellbeing
- Outstanding staff benefits in addition to competitive salary packages

Staff benefits on offer at the University include the opportunity to salary package everything from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs

and circumstances, including generous relocation support.

The University also offers a family friendly environment for individuals that need increased flexibility, providing generous leave and working conditions. The University has been recognised as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of Athena SWAN in Australia.

## Living and Working in Melbourne

### Geography

Melbourne is the capital city of Victoria and the second largest city in Australia. It is set around the shores of Port Phillip Bay and sits beside the Yarra River, around five kilometres from the bay.

Melbourne is home 4.5 million people and a metropolitan area of 9990.5 km<sup>2</sup>. The Economist Intelligence Unit has rated Melbourne one of the world's most liveable city for six consecutive years, based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University's main Parkville campus is based, covers 37.7 km<sup>2</sup> and has a population of more than 143 000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is home to residents from 180 countries who speak more than 233 languages and dialects and follow 116 religious faiths. The Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung people of the Kulin Nation are the Traditional Owners of the land now known by its European name of Melbourne.

The City of Melbourne is recognised as Australia's cultural capital with a number of world-class galleries and museums, internationally renowned food and wine regions, and an impressive year-round calendar of events catering for all tastes.

# Further Information

**General Information about the University of Melbourne is available at its website [www.unimelb.edu.au](http://www.unimelb.edu.au)**

## **About the University of Melbourne**

[about.unimelb.edu.au](http://about.unimelb.edu.au)

## **The University of Melbourne's Strategic Plan 2020-2030: Advancing Melbourne**

<https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **Annual Reports**

<http://annualreport.about.unimelb.edu.au>

## **Faculty of Arts**

[arts.unimelb.edu.au](http://arts.unimelb.edu.au)

## **Research**

University of Melbourne research strategy and implementation

[research.unimelb.edu.au](http://research.unimelb.edu.au)

## **Teaching**

Teaching and Learning at the University of Melbourne  
[provost.unimelb.edu.au](http://provost.unimelb.edu.au)

## **Careers**

<https://about.unimelb.edu.au/careers>

# How to apply

Please submit your application via the University of Melbourne's Careers [page](#)

The Faculty of Arts is committed to equity, diversity and inclusion. It aspires to reflect the diversity of our local and global communities; where people are valued, respected and have equal access to opportunities and are encouraged to fulfil their talents and potential. Applicants with diverse experiences are strongly encouraged to apply. This includes First Nations people, culturally and linguistically diverse people, Deaf and hard of hearing people, people with a disability, LGBTIQ+, and neurodiverse people. If you have any accessibility requirements for the application or interview, please contact us. We are dedicated to ensuring barrier free and inclusive practices to recruit the most talented candidates. A position description is available in alternate formats if required, including USB, and Large Print.

## **ENQUIRIES**

Contact for enquiries only, please do not send your application to this contact.

## **School of Historical and Philosophical Studies**

**NAME**

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**EMAIL**

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