

Centre for Program Evaluation

Melbourne Graduate School of Education

Project Manager

POSITION NUMBER	0054042
UOM CLASSIFICATION /SALARY	Level A - \$75,289 - \$102,163 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 10%
WORKING HOURS	Part Time (0.5FTE)
BASIS OF EMPLOYMENT	Fixed term available to 30 September 2022
HOW TO APPLY	<p>Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</p> <p>Indigenous applicants are encouraged to apply.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Katina Tan Email katina.tan@unimelb.edu.au <i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, *Advancing Melbourne*, at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

MELBOURNE GRADUATE SCHOOL OF EDUCATION

The Melbourne Graduate School of Education (MGSE) fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society. We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession. MGSE stimulates learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities. We provide research leadership, setting the direction for high-impact, innovative and responsive research that addresses the pressing issues of our time. We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

CENTRE FOR PROGRAM EVALUATION

The Centre for Program Evaluation (CPE) is internationally recognised as a leading centre for excellence in program evaluation. CPE is situated within the Melbourne Graduate School of Education at The University of Melbourne. CPE is the only academic evaluation research and training centre in Australasia. The work of all staff at the Centre is underpinned by three interrelated strands of evaluation;

- Advancement of evaluation theory and methods
- Teaching evaluation
- Evaluation practice

CPE has a long history of undertaking projects for government departments, non-government organisations, academic institutions, and community-based agencies across a wide range of policy and program areas with a focus on education, health, social wellbeing, and community development.

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.

ABOUT THE ROLE

Position purpose:

The Project Manager will be responsible for the day-to-day management and operations of the Assessment for Graduate Teaching (AfGT), which is an assessment instrument developed and implemented by the AfGT Consortium. Responsibilities will include liaison with the Director of the AfGT Management Team, supervising research assistants, liaising with Consortium members and key stakeholders, membership management, assessment implementation for one of the components within the AfGT instrument, data collection and data management systems, data analysis and report writing, organisation and facilitation of cross-institution moderation workshops, management of ethics approvals, monitoring adherence to ethical guidelines, record keeping, executing and coordinating secretarial function including organising investigator and Consortium meetings and workshops, risk management, and quality assurance.

The AfGT is an approved Teaching Performance Assessment (TPA) instrument developed and implemented by a consortium of Australian higher education providers that have Initial Teacher Education (ITE) faculties or schools. The University of Melbourne is the lead institute of the AfGT Consortium, and the AfGT Management Team resides within the Centre for Program Evaluation (CPE) in the Melbourne Graduate School of Education. For more information about the project, please refer to: <https://education.unimelb.edu.au/research/projects/assessment-for-graduate-teaching-afgt>.

The Project Manager role is crucial for the successful implementation of the AfGT, given the large number of stakeholders and work tracks undertaken by the Consortium at any one time. Apart from the day-to-day management and execution of research tasks, this role will also contribute to other general research, evaluation, and learning and teaching activities within the Centre for Program Evaluation.

Reporting line: A/Prof Amy Gullickson

No. of direct reports: 0

No. of indirect reports: 0

Key Dimensions and Responsibilities:

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

PROJECT IMPLEMENTATION

- ▶ Support the activities of the AfGT Consortium, the AfGT Executive Group and AfGT Committees;
- ▶ Manage the secure data storage protocols of the AfGT project including data flow between institutions;
- ▶ Manage and administer AfGT's instrument design and testing processes in conjunction, including monitoring, evaluation and validation of instrument;
- ▶ Coordinate and facilitate cross-institution moderation (online, blended or face-to-face, depending on COVID restrictions);
- ▶ Maintain communication protocols, dissemination channels including webpage, learning management system and emails;
- ▶ Maintain a central repository of information that all Consortium members can access;
- ▶ Coordinate and lead the writing of AfGT documentation, including the AfGT Information Guide, the AfGT Manual, the AfGT Additional Information for Assessors, and annual reports;
- ▶ Manage AfGT's ethics approvals processes internally within the University of Melbourne (as the lead institution) and from the respective jurisdictional ethics committees of each Consortium member and licensee;
- ▶ Support the co-ordination of the Consortium's publication and conference presentation processes;
- ▶ Manage and keep financial records and legal documents for the AfGT Consortium;
- ▶ Maintain AfGT Consortium's risk management plan and highlight any non-adherence to the Collaboration Agreement or the 5-Year Strategic Plan;
- ▶ Support the convening of Consortium Collaborators and Executive Group meetings; and
- ▶ Identify opportunities for improvement in the Consortium's processes.

RESEARCH AND PUBLICATIONS

- ▶ Contribute to undertaking and managing research opportunities for the AfGT; and
- ▶ Contribute to producing publications for the AfGT, as directed.

OTHER ACTIVITIES

- ▶ Provide updates to senior research staff on project progress.

Selection Criteria:

EDUCATION/QUALIFICATIONS

- ▶ A tertiary qualification at the Honours/Masters level in the disciplines of education, educational research, teacher education or education assessment.

KNOWLEDGE AND SKILLS:

ESSENTIAL

- ▶ Experience in the conduct of educational research or evaluations with different stakeholders (i.e. schools, higher education institutions, government organisations);
- ▶ Outstanding organisational skills including demonstrated experience in project management, budgeting and budget tracking and tracking project progress;
- ▶ Highly motivated and reliable with strong time management skills;
- ▶ Demonstrated ability to supervise and support team members to meet project objectives and results within set timeframes;
- ▶ Demonstrated meticulousness in data collection and data management;
- ▶ Demonstrated quantitative and qualitative research skills, including data analysis and interpretation;
- ▶ Highly developed written and verbal communication skills;
- ▶ Competence in the use of computer and software products (MS Office), particularly word processing, survey development (e.g. Qualtrics) and databases (e.g. Microsoft Excel);
- ▶ High level of professionalism, integrity, and sensitivity to confidentiality and privacy.

DESIRABLE

- ▶ Demonstrated ability to engage in teacher education content, theory and practice;
- ▶ Experience with some data analysis software such as SPSS, Stata and/or NVivo;
- ▶ Experience in dynamic, project-based research and evaluation environments;
- ▶ Demonstrated mixed methods research skills;
- ▶ Experience with report writing for different audiences (policy, public and community);
- ▶ Experience designing research or evaluation projects;
- ▶ A PhD or equivalent in a relevant area of education, educational research, teacher education or education assessment.

Other job-related information:

- ▶ Unrestricted right to work in Australia;
- ▶ Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;

- ▶ Some out of hours work will be required; and
- ▶ This position is based at the Parkville site. However, we are open to consider and negotiate a suitable Working-from-Home (WFH) arrangement.