# PROJECT AND PARTNERSHIPS MANAGER

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| **DEPARTMENT/UNIT** | Arts Graduate Research |
| **FACULTY/DIVISION** | Faculty of Arts |
| **CLASSIFICATION** | HEW Level 8 |
| **WORK LOCATION** | Clayton campus |

## ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism.  Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation.  For more information about our University and our exciting future, please visit www.monash.edu.

Monash Arts is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The Faculty delivers programs via six schools and two teaching centres across four campuses, both in Australia and offshore, with courses ranging from undergraduate diplomas and degrees through to postgraduate coursework and research degrees.

Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise and enthusiasm into their teaching and graduate studies supervision. To learn more about Monash Arts and our graduate research activities, please visit our website: www.monash.edu/arts

## POSITION PURPOSE

**The Project and Partnerships Manager** is responsible for managing the end-to-end set up and delivery of the Migration Diversity and Inclusion Graduate Research Industry Partnership (GRIP). The post holder will work closely with the Graduate Research Manager, all GRIP project stakeholders, both internal and external, primarily across the Faculties of Arts, Education and Business and Economics, to deliver the GRIP in accordance with agreed timeframes, within budget and to achieve strategic business outcomes.

The Project and Partnerships Manager is responsible for all aspects of project management, including providing expert advice on GRIP and research development related matters and supporting change initiatives where required.

**Reporting Line:** The position reports to Group Manager, Research Partnerships and Graduate Research under broad direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable.

## KEY RESPONSIBILITIES

1. Manage the implementation of the GRIP including planning, overseeing and implementing change management strategies associated with the GRIP project outcomes, coordinating student recruitment and application assessment

2. Source, deploy and assign (GRIP) resources, which will include negotiating and managing contracts with external partners and organising high-quality professional development, capacity building and networking opportunities for GRIP students and external stakeholders. Lead the monitoring of the overall GRIP student cohort experience

3. Advocate and promote the GRIP (including developing and updating the GRIP website), coordinate and oversee the GRIP team, engage collaborators, stakeholders and interested third parties to profile the success and impact of the program, in order to extend the Program and advance future growth opportunities

4. Manage projects from conception to final delivery drawing on current project management methodologies, including; scoping partner/client needs and identifying project deliverables, developing research project proposals, and prepare contracts and agreements and other supporting documents, and report on progress and performance against project schedules and performance indicators, and undertake post-implementation reviews

5. Undertake research and analysis, devise solutions and provide practical and expert advice to senior management to address complex project related issues

6. Prepare papers, reports and presentations for GRIP committees and other Faculty meetings as required, for a range of audiences, including senior management

7. Develop and maintain strong partnerships with key Faculty stakeholders and undertake networking to support project and Faculty objectives by networking, liaising, presenting information and coordinating or attending stakeholder meetings

8. Identify and report on risks and issues relating to projects and implement and monitor risk mitigation strategies

## KEY SELECTION CRITERIA

**Education/Qualifications**

1. The appointee will have:

   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience in business and /or partnership development, strategic project management in a university or higher education context; or
   - extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training

**Knowledge and Skills**

2. Excellent project management skills with a proven record of successfully managing all aspects of medium to large scale projects through to completion, in accordance with project management methodologies, standards, timeframes and budgets

3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines

4. Experience in project and partnership development and contract negotiation and management

5. Demonstrated ability to develop and sustain effective relationships with a broad range of stakeholders, including senior management, senior academics, legal and other professional services colleagues and external organisations within Australia and Internationally

6. Advanced computer literacy, particularly with current project management software and related application capabilities

7. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

8. Excellent interpersonal and communication skills, including experience in developing professional communication documentation and delivering effective presentations

9. Familiarity with graduate research programs would be an advantage

## OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University and to partner sites may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive.  Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.