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| **Position Title**  | Consortium Operations Manager (ACICIS) |
| **Classification**  | Level 8 |
| **School/Division** | Global Engagement Office |
| **Centre/Section** | Australian Consortium for In-Country Indonesian Studies |
| **Supervisor Title**  | Consortium Director |
| **Supervisor Position Number**   | 317245 |
| **Position Number** | 322588 |

**Your work area**

The Australian Consortium for ‘In-Country’ Indonesian Studies (ACICIS) is an innovative, non-profit, national educational consortium that was established in 1994 to develop and coordinate high-quality study programs in Indonesia for Australian university students. The consortium is coordinated by a national secretariat based at The University of Western Australia and governed by a [National Reference Group](https://www.acicis.edu.au/about-us/national-reference-group/) consisting of senior Indonesian Studies academics representing all Australian states. The main objective of the ACICIS Secretariat is to oversee and administer the operation of ACICIS’ in-country study programs in Indonesia and to provide a central point of contact for ACICIS’ member universities.

**Reporting structure**

Reports to: Consortium Director

Direct reports: Manager, Marketing and Engagement; Student Administration Coordinator; Accountant

**Your role**

As the appointee you will, under broad direction, provide senior managerial and administrative support and advice to ACICIS’ Consortium Director and National Reference Group. You will oversee the effective and productive management of the Consortium’s administration and the operations of its national secretariat. You will be responsible for functions including financial administration and oversight, budget preparation; human resource management; student load management and analysis; committee servicing (National Reference Group); and project management of operational projects in accordance with the directives of the Consortium’s leadership team (Consortium Director and National Reference Group).

**Your key responsibilities**

Provide strategic support and advice to the Consortium Director and National Reference Group regarding future directions and opportunities for—and risks to--the Consortium’s operations.

Establish and monitor processes that provide for the efficient functioning of the ACICIS Secretariat and meet the business requirements of the Consortium.

Manage and lead the day-to-day operations and staff of the ACICIS Secretariat, cultivating a positive team ethos within the Secretariat.

Oversee staff recruitment activities, including resource planning, analysis of the Consortium’s staffing profile, and business case drafting.

Coordinate and support the Consortium’s governance processes— including the activities of the ACICIS National Reference Group, ensuring meetings are held as required by the ACICIS Joint Venture Agreement, record keeping is consistent with University and Consortium expectations and policies, and action plans are promptly executed.

Monitor and administer the Consortium’s domestic and international relationships and agreements, with Australian and international member universities and Indonesian partner universities.

Assist with financial management of the Consortium, including budget preparation, financial reports, and analysis.

Monitor the Consortium’s accounts and relevant budgets to ensure that expenditure is in line with University and Consortium policy and procedure.

Develop applications for, and monitor the activities and deliverables pertaining to, external grants/funding agreements obtained by or entered into by the Consortium.

Perform other duties as directed.

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency.

Substantial relevant experience in managing teams, providing leadership, and fostering a positive team culture.

Proficiency in spoken and written Indonesian (advanced fluency required).

Proven experience in financial management, budgeting, reporting and analysis.

Experience in grant application writing and external grant procurement.

Demonstrated ability to contribute to long-range planning and strategic decision making.

Excellent written and verbal communication skills, with a high-level of consultation and negotiation ability.

Excellent planning and organisational skills, as well as a demonstrated ability to manage resources to meet deadlines and achieve quality project outcomes.

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

Extensive knowledge of the Australian and Indonesian higher education environments, particularly with regard to international student mobility and ‘in-country’ programs is desirable.

**Special requirements (selection criteria)**

Occasional interstate and international travel may be required.

Occasional weekend work.

Some after-hours work may be required.

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hr.uwa.edu.au%2Fpolicies%2Fpolicies%2Fconduct%2Fcode%2Fconduct&data=05%7C01%7Cadrian.wilks%40uwa.edu.au%7Cd2aa1379b11d4d23da6808daa5b52c2e%7C05894af0cb2846d8871674cdb46e2226%7C0%7C0%7C638004494788378827%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ro9RJRnIO1RCAkoZ9YxXpslVjhVOLTZwcS%2FsBVP9ocs%3D&reserved=0)

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