



POSITION DESCRIPTION

Melbourne Centre for Cities

Faculty of Architecture, Building and Planning

Research Development Officer (Financial Management)

POSITION NO	0053765
EMPLOYMENT TYPE	UOM 6
SALARY	\$87,007 - 94,181 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.4 FTE)
BASIS OF EMPLOYMENT	Fixed-term position for 12 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	Kate Murray Email: connected-cities@unimelb.edu.au <i>Please do not send your application to these contacts.</i>

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

Position Summary

The Melbourne Centre for Cities is looking for a Research Development Officer (Financial Management) to assist with financial planning and administration as well as pre- and post-award grant development for the Centre's projects. The Research Development Officer (Financial Management) will work closely with the Centre Manager to provide a range of financial and grant development services to the Centre and assist Centre researchers with queries regarding finances, grants, and contracts.

1. Selection Criteria

Please provide a brief statement outlining your suitability for the position.

1.1 ESSENTIAL

- ▶ An appropriate tertiary qualification with relevant experience and/or relevant work-related experience or equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated ability to undertake careful analysis to understand and resolve project and financial management matters using a large, computerised accounting system
- ▶ Solid understanding of grant funding and management, ideally in an academic environment
- ▶ Understanding of contracting processes, especially in terms of engagement with external funders and stakeholders and/or in terms of project set up and organisation
- ▶ Demonstrated ability to perform and work collaboratively in a team with the ability to maintain confidentiality and exercise discretion.
- ▶ High-level interpersonal, written and verbal communication skills with a demonstrated capacity to build strong working relationships with a range of people across all levels of the organisation;

1.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector with regard to research and an understanding of the University's policies and procedures pertaining to research, compliance, reporting and financial management structures;
- ▶ Knowledge of pre- and/or post-award processes and challenges in the management of funded projects
- ▶ Understanding and experience of the processes of funding development and management requirements of various funding schemes in academia, e.g. ARC, NHMRC
- ▶ Experience working in a large complex organisation, ideally in the education sector or government and/or multilateral policy organisations (e.g. local government, United Nations)

2. Special Requirements

- ▶ This position may require the incumbent to hold a current and valid Working with Children Check.

- ▶ Occasional work out of ordinary hours to assist with peak operational requirements (overtime/time off in lieu would apply as per University policy).
- ▶ Due to Australian immigration regulations, applicants must have Australian work rights. We welcome applications from Aboriginal and Torres Strait Islander people, people from different cultural backgrounds and people with disabilities.

3. Key Responsibilities

- ▶ The role reports to the Center Manager and works collegially and collaboratively with the larger team.
- ▶ Under the guidance of the Centre Manager monitor the Centre's expenditure against budget, particularly with regard to eligible expenditure against internal grant schemes, including audits, managing records and forecasts of Centre's cash commitments
- ▶ Assist with pre-award (grant application development and submission) and post-award (grant set up, monitoring and acquittal) activities as directed by the Manager
- ▶ Monitor financial performance against budget and undertake analysis of variances in both core funding, internal university funds and externally supported programs
- ▶ Monitor financial transactions for the Centre and assist with queries
- ▶ Play an active role in contributing to the quality output of the Centre, and provide support to colleagues as workloads require in the areas of financial and grants management
- ▶ Review the Centre monthly management accounts to ensure transactions have been correctly allocated; prepare journals to be processed where changes are required and ensure that these have been executed within the specified timeframes
- ▶ Prepare reports and undertake project support and administration activities as may be directed from time to time by the Centre Manager to improve business processes and systems
- ▶ Develop a sound working knowledge of various funding schemes and the grant development processes at and pertaining to the University of Melbourne, with a view at supporting staff independently with practical advice and support
- ▶ Oversee compliance and quality assurance management in line with requirements under the University's risk management framework including OH & S, legislation, statutes, regulations and policies

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent receives broad direction from the Manager, working within defined frameworks.

4.2 PROBLEM SOLVING AND JUDGEMENT

Resolve problems through the application of theoretical principles and techniques, and the application of experience and mature judgement. The incumbent has discretion to innovate within their own function and take responsibility for outcomes; to design, develop and test complex equipment, systems and procedures; to undertake planning involving

resources use and develop proposals for resource allocation; and to analyse and report on data.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Performs tasks which require proficiency in the Faculty/University existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and adapts those procedures and techniques as required to achieve objectives without impacting on other areas.

4.4 RESOURCE MANAGEMENT

The incumbent contributes to the efficient running of the Melbourne Centre for Cities through the management and administration of finances.

5. Breadth of the position

The incumbent liaises with a broad spectrum of professional staff within University Services as well as Academic Divisions of the University. The nature of these interactions includes co-ordination with other staff to achieve defined financial and administrative objectives. This position may also be involved in liaison with external parties.

6. 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 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.

7. 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:

<https://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.

8. Other Information

8.1 THE MELBOURNE CENTRE FOR CITIES

The way we govern cities, and in turn the way cities contribute to addressing global challenges, is key to ensuring the long-term sustainability of humanity. Yet cities are now confronted with a rapidly changing landscape of international politics, interconnected infrastructures, and shifting economies. Cities can no longer be thought in isolation from each other, and the business of deciding who gets what, when and how in urban development has become a global affair. Focusing on these networked challenges for city leadership, the Melbourne Centre for Cities is tackling the complexity underpinning urban governance with a focus on information and connectivity.

The Centre connects action research, doctoral training and research-driven education on cities, with an explicit focus on urban governance and capacity to engage with different challenges posed by our urban age across health, sustainability, economy and social inclusion. The Centre aims to enhance the University's capacity to shape a generation of internationally minded early career cities scholars and support their presence in major international venues and debates centred on cities. The Centre drives cross-faculty engagement as prime hub for cities research at the University of Melbourne. It does so on well-established relationships with key local actors like the City of Melbourne, international and multilateral actors such as UN-Habitat, and a growing network of international urban research hubs, allowing for greater expansion of these and new cities-focused partnerships.

8.2 BUDGET DIVISION

The Faculty of Architecture, Building and Planning is the leading educational and research institution in the Asia-Pacific region addressing the design and realisation of inhabited environments. It actively seeks to extend the linkages between education, research and practice in the built environment, and maintains excellent and extensive relationships with members of the built environment professions, government, professional associations and the wider community.

The Faculty has over 200 staff and 4000 students, one third of whom are international. It is responsible for the undergraduate Bachelor of Design degree, and offers majors in architecture, landscape architecture, property, construction, and urban planning.

The Faculty's graduate school, the Melbourne School of Design teaches accredited masters courses across the professional disciplines of Architecture, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD is distinctive from its competitors in its aim to inspire learning through interdisciplinary reflection, and its integration of research, teaching, and practice around the environmental implications of all forms of urbanisation. With opportunities to engage in advanced studio and seminar-based learning and research, MSD students develop new perspectives, critical reflection, and modes of action to address the environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally. Students can take part in field trips which examine the global context of habitable environments.

The Faculty has an international reputation for excellence in research and research training and is a leader in built environment and urban research. Faculty staff are actively engaged in collaborations and partnerships both locally and globally, to produce research that responds to major social, economic and environmental challenges, as well as fundamental research into the built environment in Australia and the Asian region. Our researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density. We lead debate in many of these areas. We also contribute definitive knowledge and understanding of the history, conservation and heritage of the built and natural environment, built environment practice and management, urban morphology and design research. The Faculty draws its research strength in part from its capacity to work in the multidisciplinary frame of its various built environment disciplines, as well as with colleagues in health, engineering, education, history and social sciences.

Through the MSD, we provide the highest quality research training environment, attracting the best and brightest future researchers in our disciplines from around the world. PhD and MPhil students have access to innovative professional development programs and generous funding support, along with excellent facilities and resources. Our PhD and MPhil graduates are well-rounded professionals, critical thinkers and future research leaders.

We have built strong research foundations by valuing and developing our people, rewarding excellence, and fostering a culture of enquiry, creativity and outstanding scholarship.

More information about ABP / MSD can be found at: <http://msd.unimelb.edu.au/>

8.3 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>.

8.4 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.

8.5 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 <https://about.unimelb.edu.au/strategy/governance>.