



POSITION DESCRIPTION

Science Secretariat
Faculty of Science

Trusts and Awards Officer

POSITION NO	0042384
CLASSIFICATION	PCS 5
SALARY	\$68,892 - \$79,130 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
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	Linda Richardson Tel +61 3 8344 5949 Email lrıc@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Position Summary

As part of the Faculty of Science Advancement team, the Trusts and Awards Officer plays a pivotal role in delivering the Faculty's philanthropic outcomes by efficiently administering student awards supported by trusts and donations. The capital value of Faculty's philanthropic trusts and donations is approximately \$90m.

The Officer reports directly to the Trusts and Scholarships Officer in the Faculty of Science, and works closely with Faculty's academic support officers, finance management accountants, and other stakeholders to administer trusts and associated student awards. The Trusts and Awards Officer also works with other members of the Faculty's Advancement and Academic Engagement teams to support broader aims.

1. Key Responsibilities

1.1 FACULTY TRUSTS AND STUDENT AWARDS

- ▶ Efficient and timely administration of graduate and undergraduate student awards supported through philanthropic income. This includes coordination of applications, selection requirements and related documentation, communication of awards, payment processing, maintenance of associated records and systems, and process improvement, as required.
- ▶ Efficient and timely administration of Faculty's trusts and donations supporting student awards in the Faculty of Science ensuring compliance to University statutes, policies, processes and systems. This includes the establishment of new trusts and awards, financial oversight of relevant funds, compliance reporting and assisting in the provision of high level advice to inform decision making and planning.
- ▶ Provide executive support to Faculty awards committees including the provision of expert advice to applicants and committee members, ensuring that client service delivery follows policy guidelines and expectations.
- ▶ Database management including coordination of listings of trusts and student awards on University and Faculty websites to ensure information is current.
- ▶ Respond to queries in relation to trusts and student awards.
- ▶ Work collaboratively with relevant Faculty and University stakeholders to identify problems associated with the administration of trusts and awards, including the legal, financial and awarding procedures, and recommend solutions and improvements, as required.
- ▶ Assist with the administration and coordination of recognition events in conjunction with the Trusts and Scholarships Officer, academic support officers, and Advancement team.
- ▶ Assist with the effective management of donor relationships including, where necessary, the drafting of communications, correspondence and content for inclusion in the University's Endowment reports for donors.
- ▶ Work collaboratively to support broader Advancement and Engagement activities, including assisting with alumni events and the Dean's awards for excellence.

1.2 OTHER

- ▶ Work collaboratively within and across functional areas to ensure broader Faculty goals and objectives are met.

- ▶ Comply with quality assurance, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ Occupational Health and Safety (OH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary qualification or an equivalent combination of relevant experience and / or education / training.
- ▶ Highly developed attention to detail and accuracy executing tasks across all aspects of administration, including numeracy.
- ▶ Experience in multi-tasking to complete a range of administrative tasks and projects end-to-end, demonstrating initiative, flexibility and the ability to prioritise and manage a wide range of activities.
- ▶ Excellent planning and organisational skills, problem solving and effective time management to meet competing demands.
- ▶ Highly competent word processing and database skills including the ability to write and upload content, review and verify data.
 - ▶ Highly developed written and verbal communication skills.
- ▶ Demonstrated interpersonal skills with an ability to relate positively and confidently with a diverse range of stakeholders.
- ▶ Ability to work autonomously and as a team member to prioritise work and achieve outcomes.
 - ▶ Commitment to learning and continuous improvement.

2.2 DESIRABLE

- ▶ Experience working in a large complex organisation.
- ▶ Technical expertise in University systems such as Themis and StudentOne.
- ▶ Experience coordinating events.

2.3 SPECIAL REQUIREMENTS

Some out of hours work will be required to assist with public events such as award presentations, public lectures, and other Advancement and Engagement activities.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent works with and reports to the Trusts and Scholarships Officer but is expected to plan, organise and schedule work independently to ensure that deadlines and agreed outcomes are met. The incumbent will be expected to use initiative and flexibility in prioritising work and solving problems. They are required to build and manage relationships with a wide range of internal and external stakeholders.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will work independently to resolve day-to-day problems and carry out tasks and will generally only refer issues to others if they are unable to provide a workable solution in the absence of established procedures, or where issues fall outside policy guidelines or require significant intervention. Required tasks range from the routine to the complex. Many functions will be based on clearly defined procedures and will operate within set time frames, while others will require analytical and problem-solving skills. The incumbent is expected to exercise judgement relevant to the responsibilities of the role, and display discretion and professionalism when dealing with internal and external stakeholders, and with confidential documentation.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have a sound knowledge of administrative processes and is expected to interpret and implement policy and carry out other duties as required. This will require the incumbent to quickly develop a thorough knowledge of Faculty and University strategic plans, organisational performance and revenue generation to apply to in executing the tasks of their role. The incumbent must comply with relevant Faculty and University policy and procedures.

3.4 RESOURCE MANAGEMENT

This position does not hold financial delegation but is responsible for the management of a large volume of scholarships, prizes and trusts. The incumbent will work closely with the Trusts and Scholarships Officer to provide high level advice to senior stakeholders to inform decision making and planning in relation to the Faculty's endowed funds and annual donations. The incumbent is responsible for the effective administration of their time and resources and will contribute to the effective administration of the Faculty of Science by contributing to efficient work practices.

3.5 BREADTH OF THE POSITION

The position operates in a complex environment and has responsibility for a diverse range of tasks. The position will entail liaison with internal and external stakeholders such as students, professional and academic staff of all levels, alumni, clients and donors.

4. 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. 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 Growing Esteem.

5. 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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

6. Other Information

6.1 ADVANCEMENT, SCIENCE SECRETARIAT

www.unimelb.edu.au/advancement

The Advancement Office aims to facilitate the establishment and maintenance of mutually beneficial relationships between the University and its alumni, friends and benefactors. It is responsible for the management of programs relating to alumni and benefactors and provides services to and works collaboratively with faculties and other central administration areas.

University of Melbourne Advancement (UoMA) is responsible for the coordination and delivery of Believe: The Campaign for the University of Melbourne:
www.campaign.unimelb.edu.au

The completion of the first phase goal of raising \$500M for the Believe Campaign was publicly announced in March 2016 along with the intention to proceed with a second phase of the Campaign with revised goals of raising \$1B and actively engaging with 100,000 alumni by the end of 2021. The Campaign is the largest initiative of its kind in the Asia-Pacific region.

UoMA's Vision - Partnering for Impact sees Advancement as a catalyst that leads to positive impact on the University, the city, the state, Australia and the world.

6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 55,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$315 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,400 undergraduate and 2,000 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$80 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$78 million. The annual income from the endowment supports more than 250 prizes, scholarships and research awards.

*Figures from the latest available data for 2015, including published international rankings data.

6.3 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>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy Research at Melbourne: Ensuring Excellence and Impact to 2025 aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 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 <http://www.unimelb.edu.au/governance>