

POSITION DESCRIPTION

Policy and Projects
Chancellery

Project Officer, Major Projects (Engagement)

POSITION NUMBER	0033914
CLASSIFICATION	PSC 7
SALARY	\$88,171 - \$95,444 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term for 2 years
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	Jenny Mohn Tel +61 3 9035 9430 Email jenny.mohn@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:
<http://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 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>.

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 based on 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 service for excellence and reach the targets of Growing Esteem.

CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

POLICY AND PROJECTS

This position is part of the Major Projects team within the Policy & Projects portfolio.

The Policy & Projects portfolio includes five teams:

- **University Governance:** Provides expert advice and governance support to the University Council and its subcommittees and the University Executive. University Governance also oversees the University's regulatory framework and works in close partnership with the Academic Board Secretariat.
- **Academic Board Secretariat:** The Secretariat provides expert advice and governance support for the Academic Board, which is a committee of Council established under the University of Melbourne Act with delegated oversight of academic policy and quality.
- **Strategy, Planning and Performance:** Oversees the development of the University strategic plans and enabling plans, and their integration and implementation through the academic and business planning framework. SPP also is responsible for monitoring and reporting on performance, including institutional rankings and international benchmarking, and undertaking institutional research and business analysis.
- **Major Projects:** Oversees the development of business cases for significant University projects aligned with strategy and key partnerships and works in collaboration with University Services and academic divisions to support and monitor their progress.
- **Policy and Government Relations:** Provides analysis and insight regarding public policy related to the work of the University, develops and advocates policy positions and coordinates and supports the University's relationships with Government.

MAJOR PROJECTS

The Major Projects team leads the University's strategic projects from the early idea stage through to project initiation. These are strategic projects often involving an investment of more than \$50 million, significant infrastructure development (physical and virtual), partnerships, curriculum reform and new operating models. After project initiation, implementation is led by the University's delivery arm, Project Services, with Major Projects maintaining an oversight and evaluation role.

The team manages a portfolio of projects involving an investment of more than \$2 billion over 10 years. The Major Projects portfolio is comprised of three major workstream areas: Engagement, including industry and community engagement-related projects; Student Experience; and STEMM.

ABOUT THE ROLE

The Project Officer role is available in the Major Projects team and will support the Engagement program. The Engagement Program has carriage of projects that, once realised, will support strong engagement opportunities and during their planning and development require collaboration with industry, Government, community and philanthropic partners in addition to University stakeholders. The Engagement portfolio projects currently include Fishermans Bend campus, Early Childhood Education and Care facilities, the Ian Potter Southbank Centre, Old Quad refurbishment works and Science Gallery Melbourne.

Project Officers report to the Program Director and support activities associated with a portfolio of projects, including project start-up, initiation and implementation planning. They also support monitoring of project progress, identification and mitigation of risk and reporting to the University's Executive and governing bodies.

Project Officers undertake project activities including concept planning, options development, feasibility assessment and business case development, and assist with the preparation of associated strategic documents for high level university committees. They prepare regular reports about progress and funding of individual major projects and the portfolio as a whole. Project Officers also support a range of management and governance committees, including preparing and disseminating committee papers, and taking minutes.

Reporting line: Program Director

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: The incumbent works with Project Sponsors and internal and external stakeholders on a range of major projects.

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:

Under the direction of the Program Director and/or Project Leads, contribute to project activities and the development of project documentation, such as:

- Project start-up: research including gathering data, desktop research, site visits, drafting project documentation, preparing financial information, contributing to concept development, preparing papers for committee and sponsor review;
- Project initiation: contributing to the development of a broad financial model, undertaking competitor analysis, contributing to the development of a business case (commissioning preparation as needed), refining/developing architectural concepts, coordinating a due diligence review;
- Implementation planning: contributing to the planning of projects, and preparing reports as required; and
- Providing support to project and other relevant University committees through preparation of agendas, drafting meeting papers and preparing minutes, and coordinating action lists and follow up of items.

Selection Criteria:

Education/Qualifications

1. The appointee will have: degree level qualifications in a relevant discipline or an equivalent mix of education and relevant experience.

Knowledge and skills

2. Demonstrated organisational and planning skills, including the ability to prioritise workload and plan and deliver multiple project activities concurrently
3. Experience in supporting the development of major infrastructure and/or organisational transformation projects
4. High level writing skills, including the ability to draft reports, project documents, correspondence, meeting minutes and presentations
5. Ability to conceptualise complex project information, to work with and manage ambiguity and to identify and follow up issues while keeping relevant senior team members informed
6. High level interpersonal and communication skills with the demonstrated ability to liaise and work effectively with stakeholders in a large and complex organisation
7. Demonstrated ability to work independently and as part of a team
8. Good computing skills, with proficiency in MS Word, MS Excel, MS Powerpoint and MS Outlook
9. Knowledge and understanding of the University's strategy and operational context, particularly as it relates to major projects

Other job-related information:

Occasional work out of ordinary hours and travel required