



## POSITION DESCRIPTION

Melbourne Graduate School of Education

### Project Manager

POSITION NO	0046361
CLASSIFICATION	PSC 8
SALARY	\$99,199 - \$107,370 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term to mid December 2018
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Mr Matthew Smith Tel +61 3 9035 7997 Email <a href="mailto:matt.smith@unimelb.edu.au">matt.smith@unimelb.edu.au</a>  <b>Please note: Applicants are strongly advised to contact Matthew before putting in a submission for a confidential discussion of the role.</b>

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

## ***Position Summary***

The Melbourne Graduate School of Education (MGSE) is undertaking a comprehensive review of research at the school including research resourcing, research performance and research services from mid-August to mid-December 2018.

The terms of reference have identified 13 areas of inquiry that will require engagement with a multiple stakeholders and information systems both within MGSE and the university.

The Project Manager will report to the Deputy Dean and will be based in the Office of the Dean. The position will work closely with the MGSE research leadership team and other key stakeholders to drive the review across all 13 inquiry areas with support from the Manager, Research and Industry, a dedicated business analyst and the academic research leadership team.

### ***1. Key Responsibilities***

- ▶ Develop and manage the implementation of the MGSE Research Review project plan;
- ▶ Engage the research leadership team to coordinate, sequence and structure their activities in support of the project plan;
- ▶ Engage stakeholders within MGSE and the University to access and integrate data sets across multiple sources with the support of the business analyst;
- ▶ Monitor and provide regular reporting on progress against the plan;
- ▶ Assist with the development of reports to the MGSE Executive on key findings of the review;
- ▶ Assist with the development and implementation of key findings and recommendations of the review;
- ▶ Acting as Executive Officer for MGSE Research Review Governance Committee ensuring the preparation of agendas and meetings to ensure the achievement of milestone decisions, the recording of decisions, and the appropriate communications to staff;
- ▶ Supervise and direct the work of a HEW 7 Business Analyst seconded for three months to support the review.

### ***2. Selection Criteria***

#### **2.1 ESSENTIAL**

- ▶ Postgraduate qualification or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ Thorough knowledge of research and project management in a university setting and demonstrable delivery of project support and advice
- ▶ Extensive knowledge of the University's research and administrative policies and procedures;
- ▶ Excellent verbal and written communication skills, including experience in preparing project reports, proposals and other documentation;
- ▶ Exceptional organisational and time management skills;
- ▶ Demonstrated capacity to identify opportunities, display initiative and think creatively.

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Project Manager will operate under the broad direction with minimum supervision of the Manager Research and Industry and will need to demonstrate high levels of initiative and consult with stakeholders judiciously. A 'can do' attitude is essential to ensure project deliverables are met in a timely manner.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Project Manager will be required to perform a range of tasks of varying complexity and will be involved in problem-solving and decision-making on a day-to-day basis. The incumbent will be expected to resolve problems using judgement, common sense and a broad interpretation of existing policies in a range of areas.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Project Manager is expected to have strong understanding of the University of Melbourne research ecosystem. The Projects Manager will be expected to develop strong working relationships with project partners and develop an understanding of the procedures, systems and policies of the University and MGSE in so far as they impact the Melbourne Education Research Institute.

The appointee will be expected to access and use relevant University financial, administrative and HR systems. The Project Manager will require a high level of competency in the use of various computing packages such as MS Office and other educational software.

#### **3.4 RESOURCE MANAGEMENT**

The incumbent will have responsibility for monitoring project operations. Competence in managing human and financial resources allocated for project activities is necessary. The Project Manager is expected a Business Analyst.

#### **3.5 BREADTH OF THE POSITION**

The Project Manager is responsible for the management of a range of activities at MGSE level. The position has responsibility for complex tasks and the development of initiatives to support the project deliverables.

The Project Manager will be expected to build strong professional networks with counterparts within MERI and with relevant professional and academic staff across the University. The capacity to work with a range of people at different levels within the University is vital.

### ***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 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 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/people/community/responsibilities-of-personnel>

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

## ***6. Other Information***

### **6.1 ORGANISATION UNIT**

Melbourne Graduate School of Education

### **6.2 BUDGET DIVISION**

#### *Our Vision:*

A society in which education enables full and equitable participation.

#### *Our Mission*

Through effective collaborations, we will deliver:

- ▶ relevant, high quality, high impact research
- ▶ research-informed, clinical teacher education that develops graduates with the capacity to inspire and improve individual learning outcomes
- ▶ outstanding quality postgraduate studies for professionals.

The Melbourne Graduate School of Education (MGSE) is Australia's number 1 and among the world's finest for Education (QS World Rankings by Subject).

MGSE is a hub of high impact research and teaching. Home to several internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: [education.unimelb.edu.au](http://education.unimelb.edu.au)

### 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>