



## POSITION DESCRIPTION

Chancellery (Academic)

### Project Officer

POSITION NO	0033926
CLASSIFICATION	PSC 7
SALARY	\$91,913 - \$99,495 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1 FTE)
BASIS OF EMPLOYMENT	Fixed Term for 3 years
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	Evan Kritikakos Tel +61 3 8344 4893 Email <a href="mailto:ekri@unimelb.edu.au">ekri@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Project Officer works under the guidance of the Director, Students and Equity and contributes to the management, delivery and planning of projects within the Chancellery (Academic) team. The project officer will also provide data analysis and advice to support the delivery of projects and other work of the team.

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

- ▶ Support the management of key projects across the Chancellery (Academic) portfolio, including by:
  - ensuring the efficient organisation and alignment of project deliverables, managing interdependencies and enablers and the sequence and phasing of projects required to meet key objectives within set budget parameters
  - preparing and maintaining project schedules and associated milestone reports
  - assessing project status and progress, ensuring stages are documented correctly and that current issues, risks and achievements are accurately reported to stakeholders and leadership
  - identifying and analysing emerging risks and threats to project implementation and recommending mitigation, minimisation and/or elimination strategies and procedures
  - undertaking project stakeholder needs analysis across key groups or individuals impacted by the projects and ensuring these are prioritised and managed in a professional and timely manner
- ▶ Provide project governance support by undertaking administrative support for key project working groups, meetings or other activities including by producing significant written reports, meeting minutes and agendas
- ▶ Undertake data analysis tasks as appropriate to assigned projects as well as providing ad-hoc support for data analysis to other members of the Chancellery (Academic) team
- ▶ Other tasks that may be directed by the Director, Students and Equity from time to time
- ▶ Work collaboratively with Chancellery (Academic) team members and other faculty contacts within Chancellery and across the University.

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

#### **2.1 ESSENTIAL**

- ▶ A relevant tertiary qualification.
- ▶ Demonstrated knowledge and experience of project management in a complex higher education or public policy setting.
- ▶ Demonstrated high-level writing skills
- ▶ Strong analytical and problem-solving skills, and the ability to manage large data sets to deliver quality information effectively to client groups with varied requirements
- ▶ Ability to critically evaluate information gathered from multiple sources, reconcile conflicts, synthesis broad data and analyse at a detailed level to provide a general understanding, and distinguish user requests from the underlying true needs

- ▶ High-level communication, presentation and interpersonal skills, including the demonstrated ability to build and maintain effective relationships with internal and external stakeholders.
- ▶ Demonstrated strong organisational skills and the ability to effectively plan, prioritise and manage projects and activities.
- ▶ Advanced skills in Excel

## 2.2 DESIRABLE

- ▶ Knowledge of the University of Melbourne's systems, policies and procedures.
- ▶ Some experience or exposure to project management methodologies

# 3. *Job Complexity, Skills, Knowledge*

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent reports to and works under the broad direction of the Director, Students & Equity and is expected to exercise responsibility for time management and prioritisation of tasks. The incumbent will also work closely with the Director, Academic Strategy Projects and will work collaboratively with other members of the Chancellery (Academic) team, internal stakeholders including academic and professional staff, and other members of the University community.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is required to understand, interpret and communicate specialist and complex information, including undertaking integrated analysis and modelling of core datasets, in a manner that is appropriate to the intended audience. Problem-solving skills and independent judgement are required in working to challenging deadlines, and in coping with a variety of competing demands. The ability to work with large datasets and perform analyses, interpreting data and reporting on outcomes is a key requirement of the role.

## 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent must develop and maintain an excellent understanding of the organisational structure of the University and commonly used analytical tools such as Excel, OBIEE, and Themis.

## 3.4 RESOURCE MANAGEMENT

The incumbent directly manages their own time resources and will bring to the attention of the Director, Students and Equity the requirement for any additional resources or tools.

## 3.5 BREADTH OF THE POSITION

The incumbent develops interactions with a broad range of University staff including managers and senior academics. The incumbent is expected to identify areas of deficiency in processes and make suggestions for change.

## ***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/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 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.

### **6.2 ACADEMIC**

Led by the Provost, Chancellery (Academic) supports achievement of the vision and objectives for learning and teaching, and academic performance contained in [Growing Esteem 2015-2020](#). The Academic portfolio sits alongside other divisions (Research, International, Strategy & Culture, Administration & Finance) within Chancellery, and is responsible for setting and overseeing:

- The Melbourne student experience: designing an educational experience that is interdisciplinary, adaptive and research-led, offering choices that assist students to be increasingly intellectually independent and self-directing
- The University's commitment to student equity and diversity: improving the participation of students and staff from educationally, financially or socially disadvantaged backgrounds
- The quality of learning and teaching through educational innovation and standards: enabling students to learn in increasingly flexible ways, provide access to more work-integrated learning opportunities, internships and exchanges, and provide options for the design of bespoke programs of study
- The continuous development and improvement of the Melbourne Curriculum: ensuring that Melbourne graduates will be critical and creative thinkers who can apply knowledge, reasoning and research skills to complex professional and social problems
- Melbourne's Digital Learning Strategy: further integrating leading-edge technologies and digital resources in existing courses, and building a suite of wholly online graduate level courses that respond to the demand for flexible study options
- Academic performance, development, promotion, reward and recognition: creating opportunities for academic staff to innovate and improve the learning experience, deliver growth in academic capability, enable the delivery of outstanding research outputs, and enable staff to partner with current and emerging industry sectors

### 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>