POSITION DESCRIPTION



Melbourne Law School Melbourne School of Government

Policy and Project Officer

|  |  |
| --- | --- |
| Position No | 0044436 |
| Classification | UoM 8 |
| Salary | $99,199 - $107,370 p.a. |
| Superannuation | Employer contribution of 9.5% |
| WORKING HOURS | Full Time |
| BASIS OF EMPLOYMENT | Fixed term contract available 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](http://hr.unimelb.edu.au/careers), select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number. |
| contactFor enquiries only | Professor John HoweTel +61 3 8344 1094Email: j.howe@unimelb.edu.auPlease do not send your application to this contact |

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

Position Summary

The Policy and Project Officer undertakes complex and varied project work, carries out research, drafts documents and agreements and provides liaison to assist the Director of the Melbourne School of Government in the management of projects, strategic initiatives and negotiations with a range of stakeholders.

Reporting directly to the Director, the Policy and Project Officer participates in meetings, committees and working groups as required, coordinates and oversees specific activities and projects, and provides advice to senior academic and professional staff members on a range of matters. The successful candidate will be expected to be highly organised and work independently on a diverse range of tasks.

# Key Responsibilities

* Drafting complex documents, reports and briefing notes for the Director in relation to a range of issues and priorities with respect to both School of Government, Melbourne Law School and University matters.
* Undertaking research relating to a range of projects and recommending appropriate courses of action.
* Preparing reports to the University and external bodies on matters relating to regulation and compliance.
* Work on negotiating and drafting documentation for key international partnerships.
* Assisting the Director with speeches, publications and contacts with government, NGOs and industry.
* Assisting the Director with coordination and organisation of a range of engagement activities and development of partnerships, including conferences, custom education, events and programs associated with philanthropic foundations.
* Occupational Health and Safety (OH&S) responsibilities as outlined in section 5.
* After hours work and weekend work may be required.

# Selection Criteria

## Essential

* A postgraduate qualification in a discipline relevant to government such as economics, political science, international relations, and/or law, or significant equivalent experience as an industry practitioner.
* Demonstrated strategic focus, ability to identify opportunities and work to strategic direction.
* Outstanding communication and negotiation skills, with the ability to understand complex issues and deliver desired outcomes with confidence.
* Demonstrated ability to build and sustain positive working relationships and partnerships.
* Demonstrated focus on achieving timely results, ability to use initiative and to be flexible and responsive to changes in requirements.
* Ability to analyse and evaluate options and provide impartial and forthright advice on complex matters.
* Demonstrated expertise in undertaking complex research and producing high quality written reports, and briefing notes.
* Demonstrated ability to manage varied projects, and achieve quality outcomes.
* Advanced skills in a range of computer applications, including email, electronic calendars, the MS Office suite and the ability to learn new applications.

## Desirable

* Knowledge of the tertiary education environment and an understanding of administrative and decision-making structures within the University.
* Demonstrated capacity to work effectively with the government and diplomatic communities.
* Wide understanding of the role of, and future challenges for the public sector and strategic issues affecting higher education.

# Job Complexity, Skills, Knowledge

## Level of Supervision / Independence

The Policy and Project Officer works to broad objectives set by the Director. The successful candidate will be expected to work with a high degree of autonomy and must display initiative, anticipate work requirements and have outstanding organisational skills to effectively manage many areas of responsibility and deliver on objectives without direct oversight.

## Problem Solving and Judgement

The Policy and Project Officer requires outstanding diplomacy, judgement and complex problem solving skills. This will include successfully being able to develop and implement complex projects that integrate relevant University policies and necessary external requirements. The successful candidate will be able to prioritise conflicting tasks and use judgement as to when to refer matters to the Director.

## Professional and Organisational Knowledge

The Policy and Project Officer must develop and maintain an in-depth knowledge of School of Government structures, policies, governance framework, environment and academic standards. Detailed knowledge of broader University structures and the legal profession is also required. The successful candidate will also be able to adjust to new technology.

## Breadth of the position

The successful candidate will be required to work closely with the Director, and to proactively develop positive working relationships with staff members of all levels across the School of Government, Melbourne Law School and the university more widely. In addition, close relationships with key external stakeholders will need to be fostered and developed.

# 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 deserve to service for excellence and reach the targets of Growing Esteem.

# 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.