



POSITION DESCRIPTION

Melbourne Centre for the Study of Higher Education (Melbourne CSHE)
Melbourne Graduate School of Education

Centre Manager

POSITION NO	0038431
CLASSIFICATION	UOM9
SALARY	\$120,638 - \$125,514 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor William Locke Director, Melbourne CSHE Tel +61 3 8344 7555 Email william.locke@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

The Melbourne Centre for the Study of Higher Education (Melbourne CSHE) is a leading University, national and international centre for professional development and leadership and management education, research and research training, and engagement in the field of higher education.

The Centre Manager reports to the Director of the Melbourne CSHE and leads a team of professional staff who support the Melbourne CSHE's suite of research and development programs, including the LH Martin Institute for Tertiary Education Leadership and Management. As member of the Melbourne CSHE Leadership Group, the Centre Manager contributes to the Centre's business and strategy development. The postholder is also a member of the Melbourne Graduate School of Education (MGSE) Managers group.

The role is responsible for leading the core business operations of the Centre including financial, human resource, legal and project management for the Melbourne CSHE as well as the delivery many internal and external programs.

The Centre Manager will develop and monitor the Centre's budget and the budgets of its constituent programs.

1. Key Responsibilities

1.1 OPERATIONAL ACTIVITY AND SERVICE QUALITY

- ▶ Manage the business and administrative functions of the Centre including a broad range of significant projects dedicated to achieving the mission of the Centre and its ongoing development, ensuring monitoring and evaluation of program/project viability.
- ▶ Play a leading role in the ongoing development and implementation of the Centre's business plans and reviews and assist the Director and Deputy Director in ensuring compliance with the Government's Funding Agreement and the University's legislative requirements.
- ▶ Provide high level support for achieving the operational planning targets for which the Director has designated responsibility.
- ▶ Oversee the development of the communications strategy, marketing plans and activities, brochures, information circulars, promotional material and the Centre's website development and maintenance.
- ▶ Ensure an effective interface with the MGSE and the University in relation to the provision of systems and services for clients undertaking award and non-award courses through the Centre.
- ▶ Manage a yearly event calendar that incorporates the main professional development activities, major events and award courses.

1.2 LEADERSHIP AND COLLABORATION

- ▶ Lead, manage and develop the professional staff of the Centre to support the programs and activities of the Centre in the areas of professional development, teaching, research and engagement, and plan future staffing needs and required changes to current human resources.
- ▶ Provide strategic advice to the Melbourne CSHE Leadership Group on major issues and directions, involving developing policy and procedures within the University's

guidelines related to management of the Centre. This also involves actively participating in discussions concerning new partnerships and initiatives both in Australia and overseas.

- ▶ Build effective working relationships with the MGSE and the broader University community, as well as build and maintain strategic alliances with relevant professional, government and educational bodies.

1.3 INNOVATION AND IMPROVEMENT

- ▶ Contribute to business and strategy development within the Melbourne CSHE Leadership Group.
- ▶ Develop and improve administrative systems to enable high standards of responsive customer service to our internal and external clients.
- ▶ Develop a program review and evaluation process and provide recommendations to the Melbourne CSHE Leadership Group for how to improve programs, increase participation and support our key stakeholders.

1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Provide strategic advice and analysis on resource planning and budget management to the Director and Deputy Director and assume overall responsibility for the Centre's budget.
- ▶ In liaison with MGSE, develop effective systems, and monitor the Centre's budget, program budgets and project budgets and ensure salary and non-salary budgets meet Melbourne CSHE goals and priorities.
- ▶ Manage contract/payment arrangements for casual employment and/or consultancies or short secondments, in conjunction with MGSE Human Resources staff and processes.
- ▶ Manage compliance and quality assurance, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ Analyse performance data and metrics (e.g. research performance, teaching performance, professional development performance, and service performance) with the Melbourne CSHE leadership group, to ensure activities are delivered in line with the Centre's annual performance objectives.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant post graduate degree, together with extensive relevant experience preferably in tertiary education, or an equivalent combination of qualifications and experience.
- ▶ Extensive experience and demonstrated ability in business planning and in the management of finance and resources to achieve strategic and operational goals.
- ▶ Proven ability to plan at both strategic and operational levels and exceptional organisational skills to ensure the effective delivery of programs and services in a timely fashion and to a high level of participant satisfaction.
- ▶ Extensive experience and high-level ability to provide leadership and direction to staff, including the capacity to ensure that staff can develop to their full potential.

- ▶ Demonstrated high-level conceptual, analytical and problem-solving skills and the ability to independently develop and implement innovative solutions and provide high level expert advice and reports to executive groups.
- ▶ Outstanding interpersonal and communication skills with proven capacity to establish and maintain effective working relationships and build networks with senior high-profile academics and leaders in the education and business sectors.
- ▶ Proven ability to undertake high level negotiations on a range of matters and to carry out a representational role on behalf of a Centre.

2.2 DESIRABLE

- ▶ Knowledge of the tertiary education sector both nationally and internationally.
- ▶ Understanding of current policy and educational issues of relevance to university staff, tertiary education leaders and graduate researchers.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Centre Manager operates within a broad framework defined by the aims and objectives of the University and School as well as the University's compliance and statutory obligations. The position operates under broad direction from the Director and exercises a high degree of delegated responsibility and autonomy. Considerable initiative, excellent negotiation skills and sound judgement are essential attributes. The position calls for formal and informal leadership and a high level of interpersonal skill. Performance is measured against the achievement of annual goals and targets. The position calls for high level leadership and interpersonal skills and the formal reporting arrangement is to the Director.

The Centre Manager directly supervises five professional staff and casual and contract staff as required.

3.2 PROBLEM SOLVING AND JUDGEMENT

High-level management skills in planning and problem solving are essential. The Centre Manager will identify and analyse alternative solutions to problems that may require modification of existing systems or recommendation of new policies.

The Centre Manager also has responsibility for the Centre's professional development program portfolio which involves a high level of judgment and independent problem solving. The incumbent will interpret and implement Centre, faculty and university policies and procedures.

The role includes extensive liaison with senior level staff from tertiary education institutions and other external organisations and a high level of interpersonal skill, diplomacy and discretion is required.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Extensive professional knowledge and experience in business planning and financial management and in the development, implementation and continuous improvement of administrative systems are essential attributes. The Centre Manager will have extensive

experience in relation to financial, marketing, student management and human resource matters.

The Centre Manager requires a strong understanding of organisational knowledge and dynamics; higher education and VET systems, structures and personnel in Australia and the region; relevant professional development programs and requirements; and Melbourne CSHE, Graduate School and university policies and procedures and how they interact.

The incumbent will facilitate the effective and efficient operation of the program by developing and reviewing policy and procedures and identifying opportunities for new programs and improvements.

3.4 RESOURCE MANAGEMENT

The incumbent must have extensive experience and a high level of skill in planning and managing financial, IT, estate, equipment and human resources.

The role will be responsible for developing budgets, negotiating contracts and managing revenues and expenses associated with the commercial operation of the Centre.

3.5 BREADTH OF THE POSITION

The position acts across a range of strategic and operational issues. The Centre Manager is responsible for the management of all administrative functions across Melbourne CSHE.

The role liaises with a wide range of internal and external clients throughout Australia and internationally, including Melbourne CSHE staff, senior academic and administrative colleagues, program presenters and attendees, consultants, people from other educational organisations, government representative and external bodies.

4. Special Requirements

- ▶ Unrestricted right to work in Australia;
- ▶ Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;
- ▶ The Centre Manager role will involve some interstate/international travel and after-hours work; and
- ▶ This position is based at the Parkville site. Travel to other sites may be required.

5. 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.

6. 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.

7. Other Information

7.1 ORGANISATION UNIT

Melbourne Graduate School of Education

7.2 BUDGET DIVISION

Our Vision:

Together we equip people to address the major educational challenges of our times.

Our values:

Respect, Integrity, Curiosity, Fairness and Transparency

Our Mission

The Melbourne Graduate School of Education fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society.

- We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession.
- We stimulate learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities.
- We provide research leadership, setting the direction for high impact, innovative and responsive research that addresses the pressing issues of our times.
- We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

MGSE is a hub of high impact research and teaching. Home to a number of 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

7.3 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>.

7.4 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.

<https://research.unimelb.edu.au/>

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.

7.5 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>