

POSITION DESCRIPTION



Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Research Finance Officer

POSITION NUMBER	0051948
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 6 - \$96,459 - \$104,413 per annum (pro rata part time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term for 15 months
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Fabiana Abazoska Email: fabiana.abazoska@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

ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Elders, and descendants of the Wurundjeri people who have been and are the Custodians of these lands. We acknowledge that the land on which we meet was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is a specialist team dedicated to enabling the University's research and innovation mission working closely with our academic and professional colleagues, industry partners, funding and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Academic Divisions and Chancellery.

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers' success, the personal development of our team members and ensuring RIC is a great place to work at the University.

Research Grants, Contracts and Finance (RGCF) within RIC supports the submission of grant proposals (Idea to Proposal) and the post-award administration (Contract to Output) for a wide range of Australian and international research funders. RGCF also supports Chancellery in the management and administration of internally funded research grants.

In this role, you will be part of the Research Finance area and will focus on assisting academics and faculties with all aspects of post-award financial administration of research funding.

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

ABOUT THE ROLE

POSITION PURPOSE:

The Research Finance Advisor will support a portfolio of funding programs/streams and awards allocated to the faculty. They will be the primary contact for Chief Investigators (CI's) for the duration of the funding programs, including supporting CI's in managing financial resources and navigating complex funding rules. The Research Finance Advisor will manage all financial aspects of the various projects within the portfolio and work with the Supervisor and Research Finance Manager to implement process improvements and system changes that drive efficiency and enhanced customer service.

Reporting line: Senior Research Finance Advisor, Research Finance Manager or equivalent.

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: No

KEY DIMENSIONS AND RESPONSIBILITIES:

- **Delivery of finance and related support** to a specific group of academic clients, within the catalogue of services delivered by the Research Finance function under the University's shared services model.
- **Maintaining key relationships** with Faculty stakeholders and other allied finance shared services functions, working as a trusted advisor in connection with budgeting, forecasting, reporting and related dimensions of the Faculty's research operations.
- **Engage in a culture of high-performance** surrounding continuous improvement, client service focus, and excellence in all operations.
- Provide support to academics in the **development of grant and contract budgets**.
- Work closely with the Supervisor to operationalise system changes and process improvements.
- Collaborate with other functions within the CFO Group, contributing to the **development of Faculty budget and forecasts** in connection with externally funded research and non-research projects.
- Provide timely and accurate **management reporting** to stakeholders in the Faculties.
- **Related tasks** as may be reasonably directed by the Supervisor or Research Finance Manager.

SELECTION CRITERIA:

1. The appointee will have: a relevant tertiary degree in a business-related discipline with subsequent on-the-job experience or an equivalent combination of relevant experience and education/training.
2. Demonstrated ability to show good judgment, initiative, and undertake tasks independently.
3. Demonstrated flexibility and adaptability working in an evolving and ambiguous internal and external environment.
4. Excellent organisational skills with the ability to prioritise tasks.
5. Commitment to the provision of quality service, with demonstrated ability to provide user-friendly, responsive client service.
6. Excellent written and verbal communication skills together with sound financial acumen and understanding of management accounting practices.
7. Experience or willingness to contribute to process mapping, review, and reengineering.
8. Demonstrated ability in relationship management with stakeholders.
9. Actively participate in a high-performance culture with a focus on continuous improvement.