



POSITION DESCRIPTION

Melbourne Graduate School of Education

Centre Coordinator, CPE

POSITION NO	0040650
CLASSIFICATION	UOM 6
SALARY	\$83,301 – \$90,170 p.a.
SUPERANNUTION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed-Term position (1.0 FTE) for 3 years
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	Lee Au Tel +61 3 8344 2157 Email lee-kiong.au@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 Centre for Program Evaluation (CPE) was established in 1982 and has a national and international reputation in both the theory and practice of evaluation. The Centre undertakes a broad range of evaluations and research in fields as diverse as health, education, the environment and welfare. The size of projects undertaken ranges from small-scale localised studies to large-scale State, national and international program evaluations.

The Coordinator will take a leading role in the day-to-day operational, finance and administrative functions of the Centre. This will include contributing to planning, budgeting, tender development, compliance, marketing, and reporting in support of the Centre's research and teaching programs, projects and activities. This role provides a senior administrator and the opportunity to contribute to the development of this Centre.

The Coordinator will also provide the described functions for the International Teacher Education Effectiveness Research Hub (iTEERH).

This position will work within a team of professional and academic staff. You will be required to develop a high level of understanding of all issues being dealt with by the Directors (CPE & iTEERH), and other senior University officers, a good working knowledge of the University, its policies, key portfolios and key stakeholders, both within and outside the University.

This position will report to the Director, CPE and provide support to the Director, iTEERH.

1. Key Responsibilities

1.1 LEADERSHIP AND COLLABORATION

- ▶ Work collaboratively with the Centre / iTEERH's senior academic leaders to enable the delivery of the Centre / iTEERH's business plan;
- ▶ Providing regular updates to the Directors (CPE & iTEERH) of important matters requiring attention and action as required exercising significant judgement and diplomacy in all matters.
- ▶ Assist with hosting visitors, including international guests and program participants;
- ▶ Deal with general enquiries as appropriate.

1.2 OPERATIONAL ACTIVITY AND SERVICE QUALITY

- ▶ Provide advice to CPE / iTEERH staff on University policies and procedures in relation to research, teaching and engagement, and ensure that budgets, contracts, agreements and other relevant arrangements are prepared in accordance with those policies and procedures;
- ▶ Coordinate the proposal writing process for identified opportunities, in collaboration with other expert staff where appropriate;
- ▶ Organise travel and accommodation for CPE / iTEERH staff and visitors as required.
- ▶ Support CPE / iTEERH committees and staff meetings.
- ▶ Arranging and co-ordinating appointments, meetings and functions as directed by the Director (CPE & iTEERH)
- ▶ Undertaking routine duties such as photocopying, collecting, distributing and collating mail, filing, arranging order of supplies and other tasks to ensure the smooth and efficient

running of the office, and develop systems and processes to improve the overall running of the Centre / iTEERH.

- ▶ Providing support for teaching programs as required.

1.3 RESOURCE CO-ORDINATION

- ▶ Maintain project budgets and provide regular reports to the Centre / iTEERH Director regarding the performance of each project against budget.
- ▶ Administer research grants and other contracts to meet requirements of funding bodies and the research management system
- ▶ Manage the annual reporting requirements of the Centre / iTEERH and dissemination of Centre / iTEERH activities.
- ▶ Coordinate and process the Centre / iTEERH's financial transactions effectively and efficiently
- ▶ Coordinate the processes in relation to the recruitment and induction of new staff, academic visitors/fellows and process contracts and supervise payments for casual research and administrative staff within the Centre / iTEERH, in liaison with MGSE Human Resources and the University Services division.
- ▶ Coordinate equipment support for staff in the Centre / iTEERH, purchasing equipment where necessary and maintenance of relevant records.

1.4 INNOVATION AND IMPROVEMENT

- ▶ Organise necessary support for professional development workshops and events in a systematic and efficient manner including booking of venues, catering and resource support, ensuring the smooth running of the actual event.
- ▶ Coordinate Centre / iTEERH content for web pages, including drafting new content and reviewing web pages to ensure up to date and relevant. Maintain web pages in collaboration with the relevant Graduate School personnel to ensure integration of the Centre / iTEERH's public materials with the corporate image of the School and University.
- ▶ Engage MGSE and University colleagues to ensure appropriate marketing and promotion of Centre / iTEERH activities and programs.
- ▶ Contribute to the promotion of the Centre for Program Evaluation / iTEERH's capabilities to the MGSE's stakeholders;
- ▶ Contribute to the coordination of MGSE-hosted and sponsored events, including seminars, lecture programs, research colloquia, workshops, conferences, industry-targeted training programs and promotion forums, and work in consultation with the Graduate School's Marketing and Communications team as appropriate.

1.5 RESPONSIBILITY AND COMPLIANCE

- ▶ Contribute to the production of project reviews and reports as required.
- ▶ Filing and management of records in compliance with University policies and procedures
- ▶ Ensure that all documentation, records management and reporting activities comply with all relevant University policies and procedures, audit requirements, and timeframes.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree in a relevant field and relevant work experience, preferably within a tertiary research centre environment
- ▶ Confirmed experience preparing and monitoring budgets, program and project budgets to ensure that the salary and non-salary budgets meet the organisation's goals and priorities;
- ▶ Demonstrated experience in coordinating the operational and administrative functions including the ability to co-ordinate workflows, determine priorities, meet deadlines and effectively balance competing demands within a high-pressure environment;
- ▶ Excellent verbal and interpersonal communication skills with the capacity and confidence to deal with a diverse range of clients at all levels; as well as work within a team environment
- ▶ Demonstrated capacity to exercise sound judgment, initiative, diplomacy, tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner;
- ▶ Demonstrated capacity to work both independently and as part of a team exhibiting versatility, flexibility, enthusiasm and a high level of self-motivation.
- ▶ Proven track record of coordinating compliance and quality assurance activities, in line with requirements under the University's risk management framework including OHS legislation, statutes, regulations and policies.

2.2 DESIRABLE

- ▶ Previous experience within a University research centre;
- ▶ Knowledge of university policies, procedures and systems (e.g. Themis).
- ▶ Knowledge of the higher education sector both in Australia and internationally.
- ▶ Successful track record of contributing to the preparation of research applications and high-quality tenders;

3. 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;
- ▶ Some out of hours work will be required; and
- ▶ This position is based at the Parkville site. Travel to other sites may be required.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

A level of autonomy is expected, with broad direction provided by the Director. The Centre Coordinator is expected to demonstrate a high level of initiative and work proactively in achieving the short-term and long-term objectives of the role. Initiative of a high order, mature judgement, excellent liaison skills and the ability to represent the Centre / iTEERH within the University and externally are essential.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Centre Coordinator must be able to handle all matters in a confidential, diplomatic, sensitive and discreet manner.

The Centre Coordinator is expected to resolve problems using judgement, common sense and a broad interpretation of existing policies and to adapt or implement new procedures in accordance with Graduate School and University policy.

The occupant is expected to contribute to improving the Centre / iTEERH's performance by identifying problems, exploring options, developing and testing processes and systems and implementing solutions, while operating at all times within University policies. The Centre Coordinator will be responsible for individual time management and be expected to use initiative in prioritising work, balancing a range of tasks simultaneously and prioritising these efficiently.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The ability to gain and apply a clear understanding of the organisation and role of the Centre / iTEERH is essential. The incumbent is expected to develop a detailed knowledge of the Graduate School and University's policies and procedures that affect the activities of the CPE / iTEERH. A thorough knowledge of the structures and decision-making processes of the Graduate School will be required to be developed.

Budget management knowledge is required.

4.4 BREADTH OF THE POSITION

The position supports the activities of the CPE / iTEERH and will interact with the broader Graduate School and University, as well as with external bodies and students, as required. The Centre Coordinator will need to interact effectively and appropriately with a variety of staff at all levels, both internal and external to the University, on many different issues.

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>