



POSITION DESCRIPTION

Organisation Unit

Faculty of Medicine, Dentistry and Health Sciences

PROJECT OFFICER

POSITION NO	0051564
CLASSIFICATION	UOM 6
SALARY	\$85,133-\$92,153 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.8 FTE)
BASIS OF EMPLOYMENT	Fixed term for 12 months
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-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	Amy Bugeja Tel +61 3 83441819 Email abugeja@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 School of Psychological Sciences, within the Faculty of Medicine, Dentistry and Health Sciences, is one of the leading schools of Psychology in Australia, with active research programs in Cognitive and Behavioural Neuroscience, Clinical Science, Cognitive and Mathematical Psychology, and Social and Personality Psychology. We have a large undergraduate and fourth-year teaching program and an extensive postgraduate program providing research and professional training.

The School also has an active research cohort encompassed in several broad research themes. The School has recently established four research hubs in Complex Human Data, Decision Science, Ethics and Well-being, and Brain and Mental Health Hub, and has also developed a major initiative in Behaviour Change.

A Project Officer is required to drive engagement and events associated with the 75th anniversary of Melbourne School of Psychological Sciences and the social media and website activities of the School more broadly. This position reports to the Manager of Partnerships and Engagement. The Melbourne School of Psychological Sciences will be celebrating 75 years since its establishment throughout 2021. It is a year to highlight and reflect upon more than seven decades of world-class teaching, research and engagement, and to consider the future contribution of the School to the discipline of psychology and wellbeing both nationally and globally. The anniversary will celebrate the impressive depth of expertise within the School and in its alumni community, and will serve as an opportunity aimed at furthering the Schools profile. The anniversary will be celebrated with a series of high-profile events, a social media campaign and associated activities.

The Project Officer works within the Engagement Team within the Melbourne School of Psychological Sciences. The incumbent will provide support to the Project Manager through the provision of event management and coordination. The position primarily focuses on profiling the School via event development and associated activities in addition to some oversight of small engagement projects. In particular, the Project and Communications Officer is required to drive the events associated with the 75th anniversary of Melbourne School of Psychological Sciences.

The incumbent will work effectively with student groups, and other internal stakeholders to progress the School's engagement strategy. The incumbent will have excellent organizational skills in order to provide efficient administrative support for various projects, campaigns and initiatives.

The role will also develop and maintain effective working relationships with Faculty, University Services, Chancellery, Alumni, key academic stakeholders, and other relevant business service units to ensure the high quality delivery of marketing and communications initiatives.

1. Key Responsibilities

- ▶ Co-ordinate services for a range of events (for example, development of event checklists, risk assessments, registration, catering, signage, displays, speaker agreements, speaker travel, audio-visual equipment, surveys, budgeting, promotion, printing, security, live-tweeting,) and deal with any problems that arise
- ▶ Play a lead role in the maintenance, review and updating of the School's website, intranet and social media presence in close collaboration with the MDHS Web Team where appropriate
- ▶ Write, edit and proofread content for a range of digital and print communications included for the website, presentations, social media, newsletters, flyers and brochures

- ▶ Contribute to the production and maintenance of a range of promotional assets for use in School communications, including imagery and photography, audio-visual content, promotional profiles and stories, merchandise and event collateral
- ▶ Build and maintain strong relationships and networks with key internal stakeholders from within the School and across the University to draw on expertise and resources to meet communications objective for the School
- ▶ Maintain current knowledge of University of Melbourne brand and writing style guidelines and ensure all publications, flyers and websites are in line and published accordingly
- ▶ Maintain knowledge of University of Melbourne best practice for events, marketing, communications, OHS and privacy by participating in a range of Committees and Networks.
- ▶ Provide accurate, relevant and timely communications with academic staff and key stakeholder, disseminating information regarding industry opportunities; awards; scholarships; announcements; and general School information via the Weekly Updates
- ▶ Provide marketing and communications support and advice as required at the direction of the Project Manager or the External Relations Committee
- ▶ Provide secretarial support to the External Relations Committee
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities as outlined in section 4

2. Selection Criteria

2.1 ESSENTIAL

- ▶ You will be focused professional with experience in event organisation and delivery. Ideally you will possess a degree with subsequent relevant experience
- ▶ Strong interpersonal and verbal communication skills with the ability to relate effectively with a range of people across all levels of the organisation
- ▶ Demonstrated event management and marketing expertise
- ▶ Excellent written communication skills
- ▶ Demonstrated ability to work independently and as part of a team
- ▶ Demonstrated problem solving/analytics skills with the ability to deliver creative solutions
- ▶ Highly developed skills in time management, setting priorities, planning and organising own work and influencing others in order to meet deadlines
- ▶ Demonstrated commitment to providing excellent customer service whilst using judgement to ensure they are working within the University's policies and procedures
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite and web editing software

2.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector

2.3 OTHER JOB RELATED INFORMATION

- ▶ Occasional work out of ordinary hours

3. 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.

4. 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:

<https://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.

5. Other Information

5.1 MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES

www.psychologicalsciences.unimelb.edu.au

The Melbourne School of Psychological Sciences is one of six schools within the Faculty of Medicine, Dentistry and Health Sciences. It is consistently ranked one of the top Schools of Psychology in Australia and was ranked 17th in the world in the 2020 QS global rankings. The School is undergoing vigorous growth and attracts some of the best students nationally and internationally to its broad range of APS accredited undergraduate, graduate, professional, and research programs.

The School's teaching is underpinned by excellence in research across a range of fields, including cognitive and behavioural neuroscience, cognitive and mathematical psychology, social and personality psychology, and clinical science. Research links extend across 25 departments, centres and institutes within the Faculty of Medicine,

Dentistry and Health Sciences, including The Melbourne Brain Centre, The Murdoch Children's Research Institute, ORYGEN Youth Research Centre, Austin Health, the Royal Melbourne Hospital, the Royal Children's Hospital, the Royal Women's Hospital, and St. Vincent's Hospital. Research links are also embedded in a broad range of other disciplines across the University including within the Faculties of the Victorian College of the Arts and Melbourne Conservatorium of Music, Science, Business and Economics, Education, Engineering, Law, and the Melbourne Business School.

The School is home to a vibrant community of >90 academic, teaching, research and professional staff, over 140 honorary staff, 100 tutors, and 120 PhD students. In 2020, there were over 5,500 students enrolled in undergraduate subjects offered by Psychological Sciences, primarily through the Bachelor of Arts, Bachelor of Science and Bachelor of Biomedicine, but also in breadth subjects in the Bachelor of Commerce, Bachelor of Environments, and Bachelor of Music. There were about 200 students enrolled in the Graduate Diploma of Psychology, about 140 students enrolled in fourth year programs (B. A.(Hons), B.Sc.(Hons), and the Graduate Diploma of Psychology (Advanced) and around 130 students enrolled in our professional postgraduate programs (Clinical and Clinical Neuropsychology and combined Masters/PhD programs).

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.3 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>

5.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.5 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 <https://about.unimelb.edu.au/strategy/governance>