



POSITION DESCRIPTION

Executive Office
Faculty of Fine Arts and Music

Executive Project Coordinator

POSITION NO	0041232
CLASSIFICATION	PSC 7
SALARY	\$88-171 - \$95,444 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1 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 , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jane Richards, Faculty Executive Director Tel +61 402 790 173 Email j.richards@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 websites:

about.unimelb.edu.au/careers

Position Summary

As the Executive Project Coordinator, you will provide high-level executive and project support to the Faculty's Executive Director and Senior Management team, making an important contribution to the efficient running of faculty services and achievement of the Faculty's objectives.

You will be responsible for assisting in the planning and delivery of continuous improvement initiatives as directed by the Faculty Executive Director and work closely with the Senior Management team in implementing initiatives, including research, preparation of reports and presentations, establishing correspondence and communication protocols to engage and inform stakeholders, and support the efficient coordination and implementation of project outcomes.

The Faculty has a strong continuous improvement culture and has adopted lean and agile methodologies. You will be a key champion of our continuous improvement agenda. Training in lean and/or agile will be provided.

You will also be required to act as the Executive Assistant to the Faculty Executive Director and provide general day-to-day support as required, operating as part of the Faculty Executive Support team.

1. Key Responsibilities

1.1 EXECUTIVE SUPPORT

- ▶ Provide support to the Faculty Executive Director as required, including providing support for committees, research, analysis and report writing, minutes, diary management, travel arrangements, administrative tasks and managing enquires.
- ▶ Co-ordinate the Faculty's planning and performance cycle in collaboration with the Faculty Executive Director and Manager, Strategy Planning & Finance.
- ▶ Facilitate engagement across the Faculty Services teams, including co-ordinating regular work and social events.
- ▶ Operate as part of the Faculty Executive support team and provide general backfill for the Executive Assistant to the Dean as required.

1.2 PROJECT CO-ORDINATION

- ▶ Engage with Senior Managers and stakeholders to identify and establish an agreed program of continuous improvement initiatives.
- ▶ Support Senior Managers in establishing and coordinating project teams to achieve the agreed continuous improvement program.
- ▶ Develop documentation in line with the Faculty's lean and agile framework, project methodologies, templates and systems.
- ▶ Co-ordinate and support project planning and implementation, including change management and communication of new initiatives to ensure successful outcomes. This will necessitate hands on support in documentation, process mapping and analysis, and the development, publication and communication of new processes and procedures.
- ▶ Identify project risks and roadblocks to ensure project realisation and escalate major risks to the Faculty Executive Director.

- ▶ Organise regular reviews of projects and ensure that feedback from stakeholders and other participants is invited, assessed and incorporated into projects.

1.3 GENERAL RESPONSIBILITIES

- ▶ Ensure compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ Model the required values and behaviours relating to university citizenship, innovation and continuous improvement, and exceptional client service.
- ▶ The incumbent may also be required to undertake other projects and duties which are broadly in line with their key responsibilities.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree and subsequent relevant experience or an equivalent combination of relevant experience and/or training and education.
- ▶ Highly effective communication and interpersonal skills, with the ability to establish and maintain positive working relations with a wide range of academic and professional colleagues across the University.
- ▶ Demonstrated effective organisational skills, with the ability to work flexibly under pressure, manage competing demands and prioritise workload to meet deadlines in a complex environment.
- ▶ Highly developed stakeholder engagement, consultation, change management and communication skills to facilitate successful implementation of continuous improvement initiatives.
- ▶ Advanced level of proficiency using standard application software such as the Microsoft Office suite (e.g. Word, Excel, Powerpoint, Outlook), process mapping applications and large integrated databases.
- ▶ Demonstrated ability and flexibility to provide executive assistant support and operate effectively in an executive environment where high levels of confidentiality, discretion, judgement and teamwork is essential.

2.2 DESIRABLE

- ▶ Experience with lean six sigma and agile methodologies, systems and tools.
- ▶ Experience in web development and/or using web content management systems.
- ▶ Experience in higher education and/or arts training environment.

3. Special Requirements

- ▶ The incumbent will be located at the Southbank campus and will be required to occasionally work across and travel between the Southbank and Parkville campuses.
- ▶ The Faculty will provide training in lean six sigma and agile project management.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent works with a high level of independence and is responsible for prioritising his/her own tasks, with broad direction from the Faculty Executive Director.

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent requires enthusiasm, flexibility and the ability to prioritise and manage a wide range of activities across both the Executive Support team and Faculty Services portfolios. The incumbent will work autonomously under minimal supervision. The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and technical expertise. The incumbent is expected to demonstrate innovative problem-solving skills, independence and initiative in finding solutions, as well as judgment about when to seek further advice.

Working in the Executive Support team, high levels of tact, discretion, confidentiality, independent judgement, flexibility and professionalism is essential.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent needs to develop a broad knowledge of the operations and strategic goals of the Faculty to enable them to identify areas for continuous improvement and design successful implementation strategies.

The incumbent will quickly develop and maintain a comprehensive and up-to-date knowledge of relevant University policy and procedures and University academic and administrative structures and their interrelationships.

4.4 RESOURCE MANAGEMENT

The incumbent will be responsible for managing resources, including budget and technical resources, in line with Faculty and University policies and procedures, guided by the Faculty Executive Director

4.5 BREADTH OF THE POSITION

The incumbent is expected to liaise effectively with staff at all levels across the University and to work closely with and develop positive working relationships with senior colleagues and external stakeholders. The position will assist with a range of concurrent activities and needs to be able to effectively manage complex information, consultation, communication and change management processes.

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 FACULTY OF FINE ARTS AND MUSIC

<https://finearts-music.unimelb.edu.au/>

7.2 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>.

7.3 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. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

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.

7.4 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>