



POSITION DESCRIPTION

School of Mathematics and Statistics
Faculty of Science

Executive Officer (MATRIX)

POSITION NO	0040947
CLASSIFICATION	UOM 8
SALARY	\$103,409 - \$111,927 p.a (pro-rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term 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	Professor Jan De Gier Tel +61 3 8344 9709 Email: jd gier@unimelb.edu.au Please do not send your application to this contact

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers

Position Summary

This Executive Officer position is located within the international mathematical research institute (MATRIX) and will be responsible for the management of MATRIX's resources, staff and associates, and provision of executive assistance to the Directors of MATRIX. In addition, this position is expected to provide high-quality support for the research programs of MATRIX, support for Advisory Board and Scientific Committee, business plan development, maintenance of stakeholder relations, correspondence, co-ordination and updating of information for web pages, and working to ensure all financial, administrative, research and contract activities are managed effectively. This position will directly supervise the Administration and Finance Officer role, and potentially other professional and casual staff in MATRIX.

Located in the School of Mathematics and Statistics at the University of Melbourne, MATRIX is a partnership between the University of Melbourne and Monash University, and facilitates off-campus international research programs lasting 1-6 weeks between world leading researchers in the mathematical sciences from Australia and overseas.

As a member of the School's professional staff, the incumbent is expected to participate in School administration team meetings and be an active member of the broader School of Mathematics and Statistics professional staff community.

1. Key Responsibilities

1.1 OPERATIONAL MANAGEMENT FOR MATRIX

- ▶ Provision of high-quality support for the research programs of MATRIX, including development of effective templates and standards for organisation and management.
- ▶ Develop business strategy and identify external funding sources in conjunction with Directors.
- ▶ Write and coordinate MATRIX funding applications.
- ▶ Responsibility for the management of MATRIX research program budgets including overseeing decisions pertaining to the MATRIX budget.
- ▶ Contribute to the preparation and collation of budget grants.
- ▶ Provide supervision and leadership to the Finance and Administration Officer, plus other professional and casual staff as required. This includes monitoring and appraising their performance, professional development and career planning.
- ▶ Interact with relevant University management and administration to improve capacity to deliver successful MATRIX research programs.
- ▶ Identify, organise and promote outreach and fundraising activities.
- ▶ Develop relevant internal policies, systems and business processes in accordance with School of Mathematics and Statistics, Faculty of Science and University guidelines.
- ▶ Develop, in collaboration with the relevant University offices, effective reporting, reporting schedules and communications plans to meet the requirements of stakeholders and committees in a timely and effective fashion.
- ▶ Provide maintenance and development of the MATRIX website and undertake special projects as the needs arise.

- ▶ Assist the Directors to promote effective and cooperative working practices, to ensure a consistent standard of quality service and ongoing improvement to financial procedures undertaken by the Institute.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.2 ENGAGEMENT

- ▶ Identify, develop and build relationships with key internal and external stakeholders to support engagement activities.
- ▶ Provide high-level executive support whilst advising on policy matters and contributing to papers, producing reports and taking minutes.
- ▶ Represent MATRIX on existing University groups/committees (e.g. recruitment managers, Sustainability forum).
- ▶ Develop specialist engagement and enrichment activities including networking events and workshops ensuring that they are in line with the School of Mathematics and Statistics and University strategy.

1.3 ADVANCEMENT

- ▶ Coordinate and liaise with the Advancement team of Melbourne and Monash Universities.
- ▶ Identify, establish and develop opportunities and protocols for philanthropic support.
- ▶ Establish effective networks with both leading Australian and international philanthropic organisations, creating significant support opportunities.

1.4 OTHER DUTIES

- ▶ Perform other tasks as requested by the supervisor or the Head of School
- ▶ Actively participate in the University Professional Development Framework
- ▶ Ensure an up-to-date record of University compliance courses, such as, but not limited to, Appropriate Workplace Behaviour, PDF for Staff and Supervisors, OH &S training courses.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree with subsequent relevant experience in an educational institution, or an equivalent combination of relevant experience or educational training or extensive experience in management and strategic planning or an equivalent in educational training.
- ▶ Demonstrated track record of university-community engagement.
- ▶ Demonstrated capacity for high-level stakeholder management including the ability to interact effectively with a diverse group of people comprising of academics, professional staff and students, and the ability to encourage a collaborative work environment.
- ▶ Demonstrated experience in developing business plans, assisting with strategic plans.

- ▶ Demonstrated people leadership and management skills to competently manage workload, changing priorities and peak periods.
- ▶ Ability to develop, implement and maintain effective administrative systems, within the area of assigned responsibility taking into account organisational level regulations and issues.
- ▶ Strong computer skills, including a high level of competency with word processing spreadsheet and database systems for reporting and presentation.
- ▶ Sound analytical and problem-solving skills with the ability to interpret and provide advice in established policies and procedures, and a capacity to contribute to short and long-term planning and develop new policies.

2.2 DESIRABLE

- ▶ Previous experience in an administrative position in the tertiary education sector or related area.
- ▶ Detailed knowledge of the University's computer administrative policies and procedures.
- ▶ Knowledge of scientific word processing packages and desktop publishing.
- ▶ Knowledge of HTML and/or web design.

2.3 OTHER

- ▶ The incumbent may be required to travel to, or work from, other sites and campuses as required.
- ▶ A valid driver's licence in the State of Victoria is required.
- ▶ Out of hours work may be required from time to time.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position is given broad direction by the Directors of MATRIX and has a high level of independence in carrying out tasks. The position is primarily concerned with developing a successful standard for the organisation of research programs at MATRIX, a development of a business strategy and the administrative efficiency of the MATRIX office in which the individual takes responsibility for her/his own work.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position incumbent is responsible for providing advice and assistance to staff, students, academic visitors and the general public regarding the operation MATRIX. The incumbent must assess the nature of the information required and the most appropriate medium through which it may be communicated.

The incumbent must be able to use good judgement to work proficiently within own role and take responsibilities for meeting work outcomes without impacting on other deadlines. The incumbent must anticipate potential difficulties and provide solutions to these as appropriate. The incumbent must use good judgement, discretion and a broad knowledge of the University, Faculty and School policies and procedures to approach and solve problems as necessary. The incumbent should utilise his/her external process knowledge to contribute to improved internal processes and solve problems as they arise in relating existing policy to work tasks.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position incumbent requires a good knowledge of MSWord and MS Excel, in order to maintain and update information on a daily basis. Thorough understanding of electronic mail procedures and appropriate database operations is essential.

Working knowledge of University policies and procedures.

Knowledge of scientific word processing packages and desktop publishing is highly desirable.

Knowledge of HTML and/or web design will be highly regarded.

The incumbent will be given the opportunity to undertake further training to update knowledge and skills, as necessary.

3.4 RESOURCE MANAGEMENT

- ▶ Financial and resource management: In liaison with the Directors, the Executive Officer will manage and oversee the overall MATRIX budget with delegation to and supervision of the Finance and Administration Officer. The incumbent will coordinate drafting of the annual budget and maintain close control of all expenditure against the budget.
- ▶ Publications management: Oversee the MATRIX website and social media and ensure that information is relevant and up-to-date.
- ▶ Human resources management: Supervise the Finance and Administration Officer and other professional and casual staff for MATRIX, including work planning and staff development. The Executive Officer will also coordinate MATRIX's HR and recruitment administration.
- ▶ Policy Development: In conjunction with the Directors, develop relevant internal systems and business processes to ensure the efficient and effective management of MATRIX.

3.5 BREADTH OF THE POSITION

Responsible for effective governance of MATRIX, the position acts across a range of complex policy and operational issues associated with the administration and management of the Centre. The incumbent will be required to undertake a wide range of tasks and to interact effectively with students, academic and professional staff, alumni, external stakeholders and senior University personnel.

4. *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.

5. 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.

6. Other Information

6.1 THE SCHOOL OF MATHEMATICS & STATISTICS

<http://www.ms.unimelb.edu.au/>

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of subjects to undergraduate and postgraduate students and is involved in aspects of community life that impact on the interests of the School and the discipline.

The School of Mathematics and Statistics has a total of 70 continuing teaching and/or research staff; 53 research only staff and consultants; 16 academic specialists and 15 support staff. The School has over 120 casual and honorary staff. In 2018, there were 93 Research Higher Degree and 245 Coursework Master of Science students. Four members of the School staff and one Emeritus Professor are members of the Academy of Science.

Infrastructure support for research and basic information technology facilities are provided to all members of the School. Special facilities such as high-end workstations and salaries for research fellows are supported through individual competitive external research grants. Members of the School have had considerable success at attracting support from the Australian Research Council. The School currently hosts two ARC Centres of Excellence, and has hosted three ARC Laureate Fellows, nine ARC Future Fellows and twelve DECRA Fellows.

It is one of the objectives of the University to develop and maintain a strong international profile. In this context, members of the School have strong collaborative links with colleagues in the United States of America, most countries in Europe and the Asia-Pacific region.

6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is among the most highly ranked Faculties of Science in Australia*. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 53,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and home to numerous Centres.

Science manages more than \$315 million of income per annum, with a staff base in the order of 290 professional staff, and more than 630 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,700 undergraduate and 2,400 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$80 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often outperforming the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

**Based on 2018-19 subject rankings by QS and Time Higher Education*

6.3 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>.

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

6.5 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>