



THE UNIVERSITY OF  
MELBOURNE

## POSITION DESCRIPTION

International  
Chancellery

### Policy and Strategy Advisor, International

POSITION NO	0041197
CLASSIFICATION	UOM 7
SALARY	\$96,002 - \$103,921 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Carmel Murphy <a href="mailto:carmelmm@unimelb.edu.au">carmelmm@unimelb.edu.au</a> <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Policy and Strategy Advisor contributes to the Chancellery International portfolio and the implementation of the University's Global objectives, through project engagement and provision of high-level analysis and research support to senior leaders.

The incumbent will draft documents, briefs and develop business cases, utilising expertise in research techniques and data analysis and contribute to projects and outputs across the team. The role will require coordination of and participation in committees and working groups, as required.

### ***1. Key Responsibilities***

- ▶ Provide project and operational support, through effective research and analysis to advance the contribution of Chancellery International to the Global ambitions of the University;
- ▶ Develop papers and presentations to inform strategic and policy development, including business cases;
- ▶ Coordinate and contribute to projects and briefs, through collaborative consultation processes. As appropriate, this may include delivery of and ongoing monitoring of outcomes;
- ▶ Proactively follow up, track and disseminate information, action items, recommendations and outcomes for allocated committees and advisory/working groups;
- ▶ Effective liaison with a wide range of senior internal and external stakeholders, including government agencies, to enable outcomes;
- ▶ Collaboratively work and engage with Academic Divisions and within Chancellery to ensure that strategies, policies and targets are effectively delivered and reflect the University's vision and aspirations.

### ***2. Selection Criteria***

#### **2.1 ESSENTIAL**

- ▶ Postgraduate qualifications in a relevant discipline and/or equivalent mix of education and significant relevant experience;
- ▶ Highly developed writing skills, as demonstrated through the production of succinct analytical reports, briefing papers and other documents for high level stakeholders;
- ▶ Ability to handle confidential and sensitive information appropriately;
- ▶ Ability to source and interpret qualitative and quantitative data, understand and manage complex issues and deliver timely advice and desired outcomes;
- ▶ Evidence of strong project management skills with the ability to prioritise competing projects and demands;
- ▶ Highly developed communication skills and demonstrated ability to build strong relationships with stakeholders;
- ▶ Ability to work both independently and collaboratively as part of a broader team.

#### **2.2 HIGHLY DESIRABLE**

- ▶ Experience with international strategy and policy development in a government or higher education setting.

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent will work under the broad direction of the Senior Policy and Strategy Advisor, International, with a considerable degree of autonomy and works closely with other members of the Chancellery International team. The incumbent is expected to be proactive and demonstrate initiative in working with colleagues and stakeholders to create and maintain effective working relationships.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The incumbent requires excellent diplomacy, judgement and problem-solving skills in order to resolve issues in a complex working environment.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent must develop and maintain an in-depth knowledge of University structures, policies, governance framework and the strategic overlay of the University and international strategy.

#### **3.4 BREADTH OF THE POSITION**

The successful candidate will be required to work closely with the senior members of the Chancellery International team and to proactively develop positive relationships with staff members of all levels of the university. In addition, effective relationships with key internal and external stakeholders will need to be developed to be successful in this role.

### ***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 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.

## ***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 ORGANISATION UNIT**

Led by the Deputy Vice Chancellor International, Chancellery International provides strategic guidance and expert advice for the University's internationalisation and global engagement, through:

- ▶ Coordination and oversight of the establishment, development and review of the University's formal bilateral and multilateral relations with overseas universities and other strategic partners;
- ▶ Providing the strategic direction for engagement with the region and broader international engagement;
- ▶ High-level representation of The University in Australia and internationally.
- ▶ Development and strengthening of international funding, networking and mobility opportunities;
- ▶ Provision of strategic region and country-specific advice to the University's Chancellery, faculties, graduate schools and other relevant stakeholders;
- ▶ Advancement of the international diplomatic relations' strategy and provision of intelligence in relation to key government agencies and diplomatic missions in Australia and overseas;
- ▶ Development and oversight of protocol for the management of high-level incoming international visits and delegations; and
- ▶ Management of international visit programs for high-level visitors to the University.

### **6.2 BUDGET DIVISION**

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- ▶ delivering strategic leadership
- ▶ allocating capital according to strategic priorities
- ▶ developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ▶ ensuring identity or brand is consistent with strategic intent and purpose, and
- ▶ overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

### 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 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.

### 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>