



POSITION DESCRIPTION

Infrastructure and Operations
Faculty of Fine Arts and Music

Manager, Infrastructure and Operations

POSITION NO	0033847
CLASSIFICATION	UoM 10A
SALARY	\$150,162 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term to 31 March 2021
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	Jane Richards, Executive Director, Faculty Fine Arts & Music Tel +61 3 9035 9317 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 website:
about.unimelb.edu.au/careers

Position Summary

Provide strategic and operational leadership for technical teaching, artistic and academic/research support across multiple portfolios, including Art, Music, Performing Arts, Design and Film & Television.

Provide strategic and operational leadership for infrastructure management and projects within the Faculty, including space, facilities, equipment and other physical resources, OHS and risk management.

Develop and maintain relationships with relevant Chancellery and University Services teams to ensure high quality and timely delivery of services to the Faculty, particularly in the areas of infrastructure, facilities, equipment, audio visual, digital technology, IT, security, cleaning, workspace allocations and relocations, food and beverage, signage and wayfinding.

Lead the Infrastructure & Operations team in maintaining and running the Faculty's highly specialised studios, galleries, workshops and digital laboratories including the induction of staff, students and other users into space and equipment and training students in the creative use of equipment and software.

1. Key Responsibilities

- ▶ Provide strategic leadership, planning and management of the Faculty's current and future space and infrastructure needs across its' extensive and highly specialized facilities and building operations across Parkville and Southbank Campuses.
- ▶ Oversee technical specialists in procuring, maintaining and operating innovative and highly specified resources that support academic program delivery.
- ▶ Lead and manage the Infrastructure & Operations team in providing planning and resourcing support to academic staff in the delivery of performance programs, films, exhibitions and concerts.
- ▶ Oversee the provision of technical training and supervision of students in studio practice and workshop settings.
- ▶ Oversee the provision of project and event management advice, budgeting and services to University Stakeholders, Partners and External Hirers.
- ▶ Prepare project briefs and business plans that facilitate the delivery of Faculty capital programs.
- ▶ Oversee asset management, reporting and renewal across academic programs.
- ▶ Manage high-level functional integration of academic support services with the Academic Support Office, Research Office and External Relations.
- ▶ Contribute to the development of the Faculty strategic and operational plans, particularly the Faculty's Infrastructure & Space Strategy and Risk Management.
- ▶ Plan, monitor and review expenditure against budget for the Faculty's Infrastructure & Operations and special projects.
- ▶ Leadership, management and professional development of the Faculty Infrastructure & Operations team.
- ▶ Facilitate the delivery of high-quality services in collaboration with Chancellery and University Services, and where necessary ensure the effective resolution of service issues as they arise.

- ▶ Oversee compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ 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

- ▶ Postgraduate qualifications in a relevant discipline and/or an equivalent mix of education and significant relevant experience.
- ▶ A record of success as a strategic leader in infrastructure and operations strategy development as well as program development and delivery within a large complex organisation.
- ▶ Exceptional analytical skills including the ability to translate data into meaningful information in order to increase efficiency and create a culture of data driven decision making.
- ▶ Significant experience in the use of systems and digital technologies to ensure efficiency and effectiveness of service delivery for all stakeholders.
- ▶ Previous experience in the management of a highly functioning team in order to lead the development, implementation and delivery of business strategies, objectives, policies and local processes which will promote operational best practice and promote collaboration and coordination across an organisation.
- ▶ Demonstrated success working collaboratively with a wide range of colleagues and stakeholders, to develop strong and lasting partnerships both internally and externally and extend your influence in national and international professional networks.

2.2 DESIRABLE

- ▶ Demonstrated experience and connections across the arts sector.
- ▶ Experience developing high-quality project feasibility and business cases with a demonstrated capacity to win competitive funding
- ▶ Knowledge of the University's planning cycle and key stakeholders and decision-makers.
- ▶ Knowledge and understanding of the University's academic mission and in particular its strategic aims and objectives.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent liaises closely with and receives broad direction from the Executive Director and is expected to work with a high level of autonomy. The appointee will be required to manage a highly functioning team in order to lead the development and implementation of strategies, policies and local processes which will promote operational best practice and promote collaboration and coordination across the Faculty.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent requires excellent interpersonal skills and the capacity to lead and inspire confidence. The incumbent is required to identify and develop opportunities as well as initiate and deliver appropriate recommendations for the Faculty. The appointee should have strong negotiation skills as well as sound analytical skills in order to increase marketing efficiency and create a culture of data driven decision making across the Faculty.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This position is required to possess and demonstrate a deep understanding of the Faculty's core academic mission and the place the Infrastructure & Operations team holds within this. An understanding of the University's Infrastructure and Project Service teams and their functions is essential.

3.4 RESOURCE MANAGEMENT

The appointee will supervise a large team and will be responsible for the development and implementation of strategies, policies and local processes which will promote operational best practice and promote collaboration and coordination across the Faculty, in order to run an efficient infrastructure and operations function.

3.5 BREADTH OF THE POSITION

The incumbent will communicate and manage relationships with a wide range of internal and external stakeholders including industry partners, local and state government, students and University central administrative staff. The position requires the incumbent to work with a broad range of issues relevant to the management of the campus infrastructure and operations.

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 FACULTY OF FINE ARTS AND MUSIC

Further information on the Faculty of Fine Arts and Music can be found at <https://finearts-music.unimelb.edu.au/>

6.2 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>.

6.3 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.

6.4 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>