



POSITION DESCRIPTION

The Peter Doherty Institute for Infection and Immunity
Faculty of Medicine, Dentistry and Health Sciences

Philanthropy Officer, Doherty

POSITION NO	0056260
CLASSIFICATION	UOM 6
SALARY	\$89,182 - \$96,536 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term for 18 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	Allison Howell Quinton Tel +61 0466 652 249 Email alliosn.howell@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Philanthropy Officer, Doherty is responsible for supporting the Peter Doherty Institute for Infection and Immunity's (Doherty Institute) philanthropic and stakeholder engagement strategies.

Working closely with Institute staff and stakeholders across the partner organisations, the Philanthropy Officer will proactively assist with the coordination, and implementation of programs and activities to engage with prospective donors and steward existing donors to the Institute.

Using high level written and verbal communication skills, as well as the ability to extract information from various sources and from a range of people, the incumbent will be responsible for preparing a range of written materials, including meeting briefings, reports for donors, internal reports, general correspondence and other complex documents as required.

This position is required to display a high level of discretion, independent judgment and professionalism, regularly interacting with internal and external stakeholders as well as dealing with confidential and sensitive issues and documentation. A proactive approach to the management of projects, including the ability to keep projects on track and within scope, as well as identifying opportunities and ways to improve systems is required.

This position requires an ability to work with and develop strong and cooperative relationships with the Doherty Institute's joint venture partners, the University of Melbourne and The Royal Melbourne Hospital.

1. Key Responsibilities

- ▶ Build and maintain strong and effective relationships across the Doherty Institute and partner organisations to ensure the efficient delivery of administrative services in a diplomatic way.
- ▶ Coordinate and provide administrative support to ensure efficient running of the day-to-day activities within the relevant philanthropic projects.
- ▶ Work effectively with a variety of internal and external stakeholders to execute deliverables to a very high standard.
- ▶ Secretariat functions for meetings including scheduling, venue & catering booking, coordination and registration of participants, minute taking, following up actions, and the collation and organization of meeting papers.
- ▶ Coordination of donor visits and events including tours of the Institute and preparation of briefing materials for these activities
- ▶ Preparation of documentation to assist relevant teams with gift implementation and reporting
- ▶ Compliance with relevant gift policies and procedures and job-related policies
- ▶ Perform other tasks as required by the Chief Operations Officer of the Doherty Institute consistent with responsibilities of this role.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a degree or advancement diploma, or an equivalent combination of relevant experience and education/training
- ▶ Highly developed administrative and organisational skills with the capacity to work both independently and as part of a team in a service-oriented environment, including possessing a high level of initiative.
- ▶ Demonstrated application of discretion, independent and sound judgment, professionalism and problem-solving capabilities in a complex and varied environment.
- ▶ Financial literacy and understanding of administrative processes and policies.
- ▶ Excellent organisational skills and strong attention to detail, including the ability to prioritise workload and ensure the timely delivery of projects to both internal and external bodies
- ▶ Demonstrated experience and confidence in working with sensitive and confidential information and issues and with a range of staff across a complex organisation, including senior executive staff and academics.
- ▶ Advanced proficiency in Microsoft Office suite and University supported software, such as Outlook, Word, Excel, and PowerPoint and CRM systems.
- ▶ Demonstrated ability to manage competing priorities and excellent time management skills.
- ▶ Excellent oral and written communication skills.

2.2 DESIRABLE

- ▶ Understanding of tertiary education sector.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position reports to Head, Philanthropy Doherty, who will provide general direction and supervision. The appointee is expected to be highly motivated and will work as part of a small team. The incumbent is expected to independently establish and prioritise an appropriate work-flow for the management of day-to-day tasks associated with their activities. The incumbent is expected to perform duties independently and prioritise with minimal supervision.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent must be able to communicate effectively with other staff members and encourage a pleasant work environment. The incumbent is expected to demonstrate initiative, judgement and problem-solving ability with respect to office management. The appointee will make independent judgements, based on experience, knowledge and expertise, to evaluate problems and provide solutions in the workplace.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be familiar with the University's policies and procedures, particularly with respect to Advancement. They will also need to ensure that such policies and procedures are understood by others

3.4 RESOURCE MANAGEMENT

The appointee will monitor expenditure and income against pre-determined budgets.

3.5 BREADTH OF THE POSITION

The appointee will sit within MDHS Advancement with accountability to the Directorate team at the Doherty Institute. The ability to interact productively and reliably with other staff and stakeholders is essential for 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:

<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.

6. Other Information

6.1 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

www.doherty.edu.au

Finding solutions to prevent, treat and cure infectious diseases and understanding the complexities of microbes and the immune system requires innovative approaches and concentrated effort. This is why The University of Melbourne – a world leader in education, teaching and research excellence – and The Royal Melbourne Hospital – an internationally renowned institution providing outstanding care, research and learning – have partnered to create the Peter Doherty Institute for Infection and Immunity (Doherty Institute); a centre of excellence where leading scientists and clinicians collaborate to improve human health globally.

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

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.

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