



POSITION DESCRIPTION

Science Secretariat
Faculty of Science

International Engagement Officer

POSITION NO	0049467
CLASSIFICATION	UOM 6
SALARY	\$83,301 – 90,170 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	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 Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Eddie Oates, Manager, Engagement, Marketing and Communications Tel +61 3 834 45189 Email edwina.oates@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

Reporting to the Manager, Engagement, Marketing and Communications and working closely with the Associate Dean (International), the International Engagement officer is responsible for coordination of Faculty of Science international engagement activities including the BSc Blended program.

The position aims to increase the impact of international engagement activities in the Faculty of Science through coordination of inbound and outbound visits, preparation of professional presentation documents for use in engagement and curriculum roll-out, and information and intelligence consolidation.

1. Key Responsibilities

1.1 BSC BLENDED COORDINATION

- ▶ Administer and maintain formal agreements with colleges and universities in India involved in the BSc Blended program using University templates and ensuring they are in line with the overall direction from the Associate Dean (International).
- ▶ Maintain communication with key stakeholders and coordinate Faculty of Science committees related to the program.
- ▶ Collate information and assist in drafting of business case documents related to the BSc Blended program.
- ▶ Plan and coordinate scientific visits and student research camps associated with the BSc Blended program.
- ▶ Support the Associate Dean (International) in developing new offerings in the BSc Blended program.

1.2 INTERNATIONAL ENGAGEMENT

- ▶ Plan and execute inbound and outbound international visit programs and activities.
- ▶ Collate information for briefing notes and advice for the Associate Dean (International).
- ▶ Prepare external and internal facing documents such as briefing notes, visit itineraries, schedules, biography pages and letters of invitation.
- ▶ Support the Associate Dean (International) in circulating international engagement opportunities, with the objective of improved modes of participation and resource allocation.
- ▶ Coordinate meetings of the Faculty of Science International Advisory Committee and draft minutes.
- ▶ Coordinate relevant contract administration around key partnerships for the Faculty of Science, including the development of Study Abroad and Exchange opportunities.

1.3 OTHER

- ▶ Implement a systematic record keeping and information consolidation via the current CRM or other databases, including recording meeting notes, contacts, outcomes and reports for Faculty and Departmental visits (inbound/outbound), international conference, events, alumni engagement, and research/enterprise initiatives.
- ▶ In collaboration with the Faculty of Science Engagement, Marketing and Communications team, raise the profile of the Blended BSc program and other international engagement activities.
- ▶ Support offshore International Recruitment activity.
- ▶ Support the administration of International Scholarships in conjunction with the Associate Dean (International).
- ▶ Support the broader Engagement, Marketing and Communications team with key priorities for the Faculty.

1.4 SPECIAL REQUIREMENTS

- ▶ Out of hours work and international travel may be required

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree in marketing, communications or related field
- ▶ Significant experience in international education, particularly in stakeholder management and designing and promoting a suite of education products
- ▶ Advanced verbal and written communications skills and experience working with agents, partners, prospective students and influencers
- ▶ Demonstrated ability to coordinate international visits and plan and manage events
- ▶ Ability to build and maintain effective professional relationships with stakeholders, suppliers and colleagues
- ▶ Demonstrated ability to work cooperatively in a diverse team to ensure the achievement of agreed outcomes.
- ▶ Excellent organisational skills including the ability to co-ordinate workflow, prioritise, meet deadlines and effectively balance competing demands.

2.2 DESIRABLE

- ▶ Previous experience in supporting international recruitment activities

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The International Engagement Officer will work under the broad direction of the Manager, Engagement Marketing and Communications and the Associate Dean (International) and

be responsible for their own time management and prioritisation of tasks to ensure delivery to deadline of projects and associated engagement tasks.

3.2 PROBLEM SOLVING AND JUDGEMENT

The role will have well-developed problem-solving skills, sound judgement and attention to detail. The incumbent will require the ability to recognise possible risks, develop security plans, communicate issues with the Manager, Engagement, Marketing and Communications. It may be necessary on the occasion to provide guidance to internal stakeholders regarding appropriate communication and protocols.

The incumbent will apply their analytical skills to solve a wide range of general tasks but will exercise judgement in seeking assistance with more complex or unusual demands.

The International Engagement Officer will need to exercise judgement in managing competing priorities in a multiple deadline environment.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Required to develop a detailed knowledge of the Faculty of Science's BSc Blended program, priority engagement initiatives and research projects, academic networks, resource allocation, strategic agenda and organisational capabilities.

The International Engagement Officer is required to represent the Faculty at a variety of functions and interact in a professional, informed and culturally appropriate manner with individuals from a broad range of stakeholder groups. The International Engagement Officer will also have written and presentation skills to support and advance the Faculty's partnerships, engagement, alliances and linkages.

3.4 BREADTH OF THE POSITION

The International Engagement Officer will work autonomously as well as in close consultation and collaboration with the Manager Engagement Marketing and Communications and the Associate Dean (International) and other Faculty of Science staff and leadership.

High level relationship building and engagement capacity is essential, with the role involving internal and external stakeholder management, cross communications, and interaction with a broad range of staff and academics within the University to gain their repeat participation in events and help and support in intelligence gathering and scoping activities.

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/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 SCIENCE SECRETARIAT

The Engagement, Marketing and Communications team sits in the Faculty of Science Secretariat, and leads the Faculty's brand, marketing and communications, student acquisition, admissions, engagement and outreach activity. The team is responsible for profiling and promoting our research, teaching and learning, and achievements both internally and externally, with a broad domestic and international focus.

The Faculty Secretariat is the administrative unit for the Faculty of Science and all its teaching, research and commercial activities. The Secretariat is responsible for the policy development, planning, implementation and ongoing management of Faculty programs.

6.2 BUDGET DIVISION

<https://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 out-performing 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>

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.

6.5 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>