



POSITION DESCRIPTION

Department of Social Work/ Melbourne School of Population and Global Health
Faculty of Medicine, Dentistry and Health Sciences

Contract Manager: kNOwVAWdata program for measuring the prevalence of violence against women

POSITION NO	0054656
CLASSIFICATION	UOM 5 -7
SALARY	\$75,0111 - \$103,921 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (.4 -.6 FTE) depending on skills and level of appointment
BASIS OF EMPLOYMENT	Fixed-term position available for 11 months Fixed term contract type: Externally funded
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 , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Kristin Diemer Tel +61 3 8344 9425 Email kdiemer@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 websites:
about.unimelb.edu.au/careers

Position Summary

This is an exciting opportunity to join an innovative research team working on a global program funded by the United National Fund for Population (UNFPA). The program is co-located within the Department of Social Work and the School of Population and Global Health located in the Faculty of Medicine, Dentistry and Health Sciences. The position is particularly suited to someone from the community development sector familiar with donor agency project and contract management and /or contract management within the University sector. The successful applicant will be part of an academic research team of 12, with the opportunity to take-up line management responsibilities.

The appointed Contract Manager will be nimble, able to multi-task, and engage with a range of reporting responsibilities between multiple UNFPA offices and the University of Melbourne contracts and finance teams. The role involves high level contract management including liaising with the UoM finance, RIC and contract teams as well as UNFPA global offices in different time zones. In particular, the role will include responsibility for supporting UoM quarterly activity reporting to multiple program funders.

The appointee will be expected to implement existing UNFPA partnership contracts and support relationships to secure new funding and expand the portfolio of work.

This position reports to and works closely with the two Academic program co-leads based in the faculty of Medicine, Dentistry and Health Sciences between the Schools of Social Work and Population and Global Health. The position may require flexible hours to attend meetings with partners in other time zones.

1. Key Responsibilities

1.1 CONTRACT MANAGEMENT AND TECHNICAL ADVICE

- ▶ Work closely with the two project leads located in the Department of Social Work (SW) and Melbourne School of Population and Global Health (MSPGH) to drive planning and resource allocation across the portfolio of current UNFPA projects and plan new projects.
- ▶ Oversee program quality and compliance within donor head agreements (UNFPA/ DFAT/ other) and relevant UoM codes, policies, and procedures.
- ▶ Liaise and oversee contract management tasks between the Department of Social work, Melbourne School of Global and Population Health, Nossal Institute, MLU and MSPACE in the delivery of the kNOwVAWdata custom educational program and UNFPA research and capacity building contracts.
- ▶ Ensure reporting requirements to external funders are compliant, on-time, and delivered with a high degree of integrity.
- ▶ Support the UoM finance and contract teams with annual spot checks.

1.2 OTHER ADMINISTRATIVE SUPPORT

- ▶ Other duties commensurate with the position as directed by the Supervisor.
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity
- ▶ 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

- ▶ Demonstrated capacity to manage collaborative projects to support research, health system strengthening or policy development in Asia or the Pacific, involving the management of personnel, timelines and budgets, and relationships with high level stakeholders such as government.
- ▶ A track record of success in coordinating complex contract management with rigorous reporting requirements.
- ▶ Excellent organisational skills and ability to manage workload effectively to meet agreed timelines
- ▶ Willingness to work cross-culturally with international stakeholders
- ▶ Excellent written and verbal communication skills, including the ability to communicate with a range of stakeholders from policy and research environments.
- ▶ Demonstrated ability to work both independently and collaboratively in a team to achieve project goals and meet agreed deadlines.
- ▶ High level of computer literacy particularly the Microsoft Office suite.
- ▶ Demonstrated high level verbal and written communication skills

2.2 DESIRABLE

- ▶ Degree in business / contract management or related field
- ▶ Experience in working with projects funded by international bilateral and multilateral donors, including adhering to reporting requirements.
- ▶ Content knowledge and understanding of violence against women

2.3 SPECIAL REQUIREMENTS

- ▶ Some after-hours meetings may be required due to differences in stakeholder time zones

3. 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.

4. 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.

5. Other Information

5.1 DEPARTMENT OF SOCIAL WORK

<http://healthsciences.unimelb.edu.au/departments/socialwork>

Social Work was established at The University of Melbourne in 1940 and continues to be one of the leading departments in the Asia-Pacific region. In July 2009, Social Work became a Department of the School of Health Sciences, in the Faculty of Medicine, Dentistry and Health Sciences.

Social Work has a significant research profile and close local and national links with key human service agencies in the government and non-government sectors, social work professional bodies and other major social work schools internationally.

Since 2008 the Social Work has been offering a qualifying Master of Social Work Degree as well as several specialist Masters post-qualifying courses. In 2016, in a new development for the Department, it began offering online post-qualifying courses. Social Work also has a long standing, strong and vibrant PhD program focused on training future

leaders in the profession and academia. As noted earlier, the major research themes within Social Work are child and family welfare (particularly domestic and family violence prevention), health, mental health and disability, and criminal justice

5.2 THE MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

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

The Melbourne School of Population Health was established in the Faculty of Medicine, Dentistry and Health Sciences in 2001. It became the Melbourne School of Population and Global Health in 2013. Over 300 academic and professional staff work in the School and through its partner agencies. The School's total budget is in excess of \$50m. There are approximately 120 higher degree research students (predominantly PhD). The School aims to strengthen the understanding, capacity and services of society to meet population health needs and to improve the quality and equity of health care. It employs a population health framework that incorporates public health and preventative medicine, health promotion, clinical medicine and allied healthcare disciplines and an equity and evidence-based approach to health care and health policy. Its research programs aim to elucidate the genetic, environmental, social and economic determinants of health, and to focus on the evaluation of the health systems, programs and services that seek to prevent disease and injury and to promote health. The School provides research and professional development opportunities for medical undergraduates, postgraduates in a wide range of disciplines, clinicians in all sectors of the health care industry, scientists, professionals and leaders in population health.

5.3 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>.

5.4 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.

5.5 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>