



POSITION DESCRIPTION

Research and Enterprise
Chancellery

Research Strategy Project Officer

POSITION NO	0045003
CLASSIFICATION	PSC 7
SALARY	\$91,913 - \$99,495 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term role available to April 2023
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	Dr Amanda Davis Tel +61 3 8344 6568 Email amanda.davis@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 Associate Director, Graduate Research, the Research Strategy Project Officer will assist in implementing the University's graduate research strategy.

The Project Officer will progress initiatives related to graduate researcher success and wellbeing, including but not limited to, a re-evaluation and monitoring of PhD programs, and improving opportunities for industry engagement and interdisciplinary collaboration.

Key activities will include working with internal and external stakeholders to develop effective strategic solutions and related business processes; supporting the Committee of Associate Deans Graduate Research and internal best practice groups where relevant (including preparation of agendas, papers, and minutes).

1. Key Responsibilities

- ▶ Support and coordinate aspects of the graduate research strategy, including liaising with internal stakeholders to implement, analyse and review initiatives, and prepare proposals and reports (eg of progress to key University committees).
- ▶ Provide secretariat services to key graduate research committees and conferences.
- ▶ Monitor the delivery of strategic initiatives including reconciliation of internal funds.
- ▶ Provide meeting support including scheduling, timely preparation and distribution of agenda and papers, and minute-taking.
- ▶ Collaborate with colleagues across Chancellery, in Academic Divisions and the Chief Operating Officer's Portfolio as appropriate in support of the graduate research agenda.
- ▶ Liaise effectively with people in external organisations (eg, internship providers, professional and industry groups) as required.
- ▶ Other tasks as directed by the Associate Director, Graduate Research.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary qualification in a relevant discipline and/or equivalent mix of education and relevant experience.
- ▶ Demonstrated successful experience in a project officer role or equivalent in a university or research institute.
- ▶ Ability to conceptualise complex project information, to work with and manage ambiguity and to identify and follow up issues while keeping relevant senior team members informed.
- ▶ Demonstrated organisational and planning skills, including the ability to prioritise workload and plan and deliver multiple project activities concurrently.
- ▶ Excellent written and verbal communication and interpersonal skills with the demonstrated ability to liaise and work effectively with stakeholders in a large and complex organisation.
- ▶ Proven ability to support senior staff, with a capacity to exercise sound judgement, diplomacy and discretion and a demonstrated ability to handle information in a confidential and appropriate manner.

- ▶ Demonstrated ability to work independently and as part of a team.

2.2 DESIRABLE

- ▶ A sound working knowledge of the University's Research Strategy and policies and practices related to graduate research management.
- ▶ Experience in working with international customers and stakeholders
- ▶ Experience in creating web content and maintaining websites.
- ▶ Experience and knowledge of the University of Melbourne's academic and administrative structure, mission and research objectives.

3. *Special Requirements*

- ▶ Occasional work out of ordinary hours and travel may be required.

4. *Job Complexity, Skills, Knowledge*

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

General direction is provided by the Associate Director, Graduate Research, but the position works closely with a range of staff across Chancellery Research and Enterprise, in particular the Pro Vice-Chancellor (Graduate and International Research), the Chief Operating Officer's Portfolio, and Academic Divisions. Under broad direction, the position enjoys a strong degree of independence and delegated responsibility. The incumbent is expected to work with a high level of initiative, commitment, be self-motivated, able to prioritise workloads and plan ahead. Competing work priorities and matters which may affect the standing of the University or its research objectives are to be referred to senior colleagues as appropriate.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Project Officer will exercise a moderate level of problem solving and judgement and will collaborate with colleagues across the University to propose best practice solutions.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to develop a broad knowledge of the University's policies and procedures, especially relating to graduate research policies, procedures and strategic plans and will need to be able to apply these consistently and accurately.

4.4 RESOURCE MANAGEMENT

This position will not have direct budget management.

4.5 BREADTH OF THE POSITION

The position is responsible for a broad range of tasks and the effective liaison with a wide range of people both within and outside the University and has a significant impact across

the University. Excellent interpersonal skills and the capacity to inspire confidence are essential.

5. 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.

6. 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.

7. Other Information

7.1 CHANCELLERY RESEARCH AND ENTERPRISE

The Chancellery Research and Enterprise portfolio is led by the Deputy Vice-Chancellor (Research) and works across a number of areas including:

- ▶ Graduate research strategy.
- ▶ Research partnerships and collaborations, including industry, government, research organisations and institutes – both domestically and internationally.

- ▶ Research infrastructure, including cross-Faculty, whole-of-University and interdisciplinary research initiatives, including implementation of key Research at Melbourne initiatives.
- ▶ Research performance and impact, including research metrics, research rankings and government-sponsored exercises like Excellence in Research for Australia (ERA).
- ▶ Research systems strategy (how our enterprise systems support the business of research)
- ▶ Research ethics and integrity, including consideration of research misconduct;
- ▶ Enterprise, industry engagement and innovation; and
- ▶ Research capability – including graduate research.

7.2 CHANCELLERY

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.

7.3 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>.

7.4 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,

graduate research 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.

7.5 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>