



POSITION DESCRIPTION

Melbourne Graduate School of Education
Youth Research Centre

Administrative Co-ordinator, Research

POSITION NO	0046331
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed-term position available for 12 months Fixed term contract type: Externally funded contract employment
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	Professor Helen Cahill Tel +61 3 8344 9641 h.cahill@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

The Youth Research Centre (YRC) is located within the Melbourne Graduate School of Education (MGSE) and its primary focus is on research related to Youth Studies.

The position of Administrative Coordinator Research is responsible for overseeing all administrative project co-ordinator of YRC and provides support to the Centre Director, in coordinating the overall direction of YRC Research Projects and other contracts. Working under broad direction the position is responsible for performing a range of activities for the YRC research and development team, in support and delivery of outcomes which involve administrative, financial and other tasks associated with research projects.

The Administrative Coordinator, Research role will work closely with academic and professional staff from across YRC as well as colleagues and internal clients from across MGSE, to ensure the delivery of effective research project processes that enable high quality project outcomes. This will involve fostering and maintaining positive professional relationships with a great variety of internal professional and academic stakeholders, development of project frameworks for content and research management and a thorough understanding of the University's policy and operational frameworks.

The role involves day-to-day liaison with funders, government agencies, study communities and Youth Studies networks, and will be located within the MGSE. It is necessary for the incumbent to manage competing demands, prioritise tasks effectively, ensure attention to detail, be self-directed in managing work assignments and be adept in dealing professionally with a range of stakeholders, offering them a high level of client service.

1. 1. Key Responsibilities

1.1 OPERATIONAL ACTIVITY AND SERVICE QUALITY

- ▶ The appointee will be responsible for administrative coordination of YRC research projects and provide support towards the achievement of outcomes by performing a range of related tasks.

1.2 PROJECT MANAGEMENT

- ▶ Provide effective administration of the range of YRC projects including project establishment (where required), maintenance and use of electronic and paper-based information systems, databases, websites and records, and liaison with the relevant Finance teams regarding project income and expenditure across internal and external parties.
- ▶ Develop and coordinate the submission of project financial reports, in consultation with university financial officers.
- ▶ Independently investigate, diagnose and resolve problems in relation to the coordination and administrative management of the projects by using discretion and providing innovative solutions.
- ▶ Establish and maintain a central record of all YRC project activities, including the development and preparation of annual reports for the administrative management aspects of the relevant projects.

1.3 LEADERSHIP AND COLLABORATION

- ▶ Liaise with multiple partner organisations, internal and external university stakeholders, on administrative management and communication activities.

- ▶ Liaise with colleagues in University Services, particularly Legal, Governance and Risk, and in Research, Innovation and Commercialisation (as required), in conjunction with MGSE Melbourne Education Research Institute staff, to ensure all project activities are effectively developed and administered.
- ▶ Liaise with the MGSE Finance, IT and HR professional teams to ensure compliance with University processes in relation to financial management and the University's Human Resources policies and procedures.

1.4 ADMINISTRATIVE FUNCTIONS

- ▶ Coordinating the administrative framework and procedures for YRC research and development activity.
- ▶ Provide Executive support for the Centre Director, and administrative support to the research teams in day to day operational work
- ▶ Provide a range of written support services including: independently drafting correspondence, written briefings and electronic presentation materials.
- ▶ Scheduling and coordinating project meetings, events and activities, in consultation with YRC colleagues as required. Managing venue and equipment bookings, invitations and catering as required, and/or in liaison with the MGSE Events Officer
- ▶ Provide financial administration support, including processing invoices, reimbursements, petty cash and reconciling credit card transactions.
- ▶ Other duties as required by the Program Director

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree in a relevant area with project or operations management work experience OR an equivalent combination of experience and or education/training in a project or operations management role.
- ▶ Demonstrated capacity to co-ordinate programs and projects. High-level organisational and time management skills including the ability to respond to changing priorities and deadlines.
- ▶ Demonstrated capacity to manage the budgets of multi-institutional projects and to liaise effectively with financial administrators.
- ▶ A demonstrated understanding of research administration, with strong analytical and problem-solving skills, including the ability to manage data to ensure compliance with organisational and external requirements.
- ▶ Demonstrated strong communication skills including excellent oral and interpersonal skills and a demonstrated ability to write and edit documents for reporting and external audience purposes.
- ▶ Excellent IT skills including advanced MS Office skills, the ability to work with University information systems and an understanding of research data management.
- ▶ Well-developed high level, planning and organisational skills, with the ability to work autonomously, prioritise multiple tasks, set and meet deadlines observing the principles of confidentiality, privacy and information handling.

- ▶ Highly professional work ethic and commitment to continuous improvement, openness to new ideas and creative approaches to problem solving within established timelines.

2.2 DESIRABLE

- ▶ Experience in an administrative position in the tertiary education sector including interactions with research, industry and government both within Australia and overseas.
- ▶ Previous experience and understanding of the issues and processes of negotiating desired and optimal outcomes for the academic, research, and engagement components of work of a university.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Administrative Coordinator, Research will operate under the broad direction of the Centre Director to manage the day-to-day administration of the project in liaison with the Operations Team.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Administrative Coordinator, Research will be required to perform a range of tasks of varying complexity and will be involved in problem-solving and decision-making on both a long-term and day-to-day basis. The incumbent is expected to demonstrate innovative problem-solving skills when the Centre Director is away, as well as making judgements about when to seek further advice.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Administrative Coordinator, Research will be expected to develop a working relationship with the project partners and develop an understating of the procedures, systems and policies of the University and MGSE in so far as they impact YRC research and development projects. The incumbent must be able to respond to relevant policies and procedures within agreed timelines.

3.4 RESOURCE MANAGEMENT

The Administrative Coordinator, Research will be expected to operate within the project budget, in consultation with Chief Investigators. Competence in managing resources allocated for project activities is necessary, including monitoring of funds used and planning of future expenditure.

3.5 BREADTH OF THE POSITION

The Administrative Coordinator, Research is responsible for the management of a range of activities at both University and community level. The position has responsibility for complex tasks and the development of initiatives to support the program.

The Administrative Coordinator, Research will be expected to build strong professional networks with counterparts within the project teams and with relevant professional staff across the University. The capacity to work with a range of people at different levels within the University, and external to the University is vital.

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 ORGANISATION UNIT

Melbourne Graduate School of Education

6.2 BUDGET DIVISION

Our Vision:

A society in which education enables full and equitable participation.

Our Mission

Through effective collaborations, we will deliver:

- ▶ relevant, high quality, high impact research

- ▶ research-informed, clinical teacher education that develops graduates with the capacity to inspire and improve individual learning outcomes
- ▶ outstanding quality postgraduate studies for professionals.

The Melbourne Graduate School of Education (MGSE) is Australia's number 1 and among the world's finest for Education (QS World Rankings by Subject).

MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: education.unimelb.edu.au

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>