THE UNIVERSITY OF
MELBOURNE

Australian Mathematical Sciences Institute
Faculty of Science

Program Administrative Officer - Research and Higher Education, AMSI

POSITION NO	0041206
CLASSIFICATION	UOM 5
SALARY	$75,011 - $86,158 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term until May 2023
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 Current Opportunities then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Angela Coughlin, Program Manager - Research and Higher Education 03 8344 2103 angela.coughlin@amsi.org.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 Program Administrative Officer will work within the Research and Higher Education team at the Australian Mathematical Sciences Institute (AMSI). AMSI represents the mathematical sciences nationwide and plays a significant and influential role advocating for the strengthening of mathematical sciences in Australia.

AMSI is a Joint Venture Partnership between Universities governed by a Joint Venture Agreement and the University of Melbourne is Lead Agent for the Joint Venture. Positions at AMSI are managed through the policies and procedures of the University of Melbourne as Lead Agent and the provisions of the Joint Venture Agreement.

The Program Administrative officer works under the general direction of the Program Manager to provide a range of professional services to support the successful delivery of the AMSI Research and Higher Education Program.

The position provides pivotal administrative support for the Research and Higher Education events and activities. This includes event operations, communications and social media management, maintenance of project records and websites, data gathering and reporting, meeting minutes, processing applications, together with a range of office support tasks.

The Program Administrative officer reports to the Research and Higher Education Program Manager.

1. *Key Responsibilities*

- Under the direction of the Program Manager provide administrative support for all Research and Higher Education activities and events.

- Prepare social media posts promoting AMSI's Research & Higher Education program according to schedule and source content

- Maintain and update the AMSI Research & Higher Education websites on the Wordpress Platform

- Ensure accurate and accessible project and event records are maintained by using effective tracking systems (Customer Relationship Management software, Project Management software, excel based lists, electronic filing systems etc.)

- Respond promptly and appropriately to telephone and email enquiries regarding the Higher Education program of events

- Provide administration support for the AMSI Scientific Workshop Program. This includes marketing the funding rounds, preparing the application form, collating applications for panel review, advising outcomes to the applicants, post workshop follow up and invoice management

- Provide administration support for the AMSI ACE Network program and to the AMSI ACE Director. This includes marketing, preparing EOI and enrolment forms, collating subject submissions for committee review, collating class lists, student communications, lecturer management, program feedback surveys and invoice management

- Provide administrative support for AMSI ACE Standing Committee meetings, including collation of reports, scheduling of meetings, and the distribution of agenda and papers

- Administration supporting the AMSI Vacation Research Scholarship program, including marketing, collation of applications for panel review, advising outcomes to the applicants, student communications, invoice management and assisting with travel and event operations for AMSIConnect

1.1 OTHER

▸ Coordinate and source material for Research and Higher Education reports, website and newsletters, including drafting and editing text, in liaison with the Program Manager and Marketing team, AMSI Members and participants in programs within agreed time constraints.

▸ Proactively seek to maintain integrity of Salesforce database both in ensuring the correct upload of data, and cleaning existing data, as appropriate.

▸ Reliably follow communications protocols and/or policies as appropriate.

▸ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6

▸ Behavioural Expectations - All staff are expected to maintain the following behaviours:

    ▸ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity

    ▸ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

2.1 ESSENTIAL

▸ A relevant degree and/or equivalent combination of relevant experience and/or education/training.

▸ Demonstrated high level of administration skills with a high level of attention to detail and accuracy

▸ Demonstrated experience in project and/or event planning

▸ Strong written communication skills, including proof reading, editing, and the ability to draft messages for a variety of platforms and target audiences

▸ Excellent interpersonal skills with the ability to deal with a range of stakeholders both within and outside the University

▸ Strong computer literacy, particularly with the Microsoft Office suite. Track record of adapting and learning new computer software, and a genuine interest in developing software proficiency (notably in customer relationship, marketing and website management)

▸ Excellent time management and organisational skills, with the ability to comfortably manage multiple or changing priorities

▸ Demonstrated self-motivation and flexibility in responding to changing work priorities, with the capacity to work both independently and particularly as a member of a team

2.2 DESIRABLE

▸ Experience using Customer Relationship Management software for stakeholder management and mass email campaigns (preferably using Salesforce).

▸ Web publishing and web site management, preferably on the Wordpress platform.

▸ Experience in online communications, including blogging and social media for business

▸ Knowledge of the FormAssembly platform

▸ Experience working in the higher education sector

3. Special Requirements

- Some out of standard hours work assisting with program events such as conferences, events and public lectures
- This position requires the incumbent to hold a current and valid Working with Children Check

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Program Administration Officer receives general direction from the Research and Higher Education Program Manager. The role requires reliability, flexibility and independence in managing the day-to-day work. An ability to problem-solve and be flexible to changing business needs and circumstances is required, while operating within standard practice and procedure.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Program Administration Officer will exercise judgement in the prioritisation of a variety of competing demands, frequently working to tight and/or inflexible timelines. The incumbent will be able to refer more complex issues to senior staff for guidance and/or resolution. The Program Administration Officer will exercise discretion in dealing with matters that require a high degree of confidentiality or are of a sensitive nature.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires the performance of tasks which demand a comprehensive knowledge of the AMSI Research and Higher Education programs and how they interact with each other and the wider AMSI mission. The incumbent is expected to acquire and maintain an up-to-date knowledge of program changes relevant to the position.

4.4 RESOURCE MANAGEMENT

All staff are responsible for the effective management of their time and other resources. The Program Administration Officer is expected to contribute to the effective administration of AMSI by reviewing processes to ensure efficient work practices.

4.5 BREADTH OF THE POSITION

The Program Administration Officer is responsible for a wide range of administration tasks, liaising with academics, university professional staff, students and industry sponsors. The incumbent is expected to acquire and maintain an up-to-date knowledge in areas relevant to the position.

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 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.

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:

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.

7. *Other Information*

7.1 AUSTRALIAN MATHEMATICAL SCIENCES INSTITUTE

www.amsi.org.au

AMSI is the collaborative enterprise of Australia's mathematical sciences. It exists to give independence to our disciplines and provide infrastructure so that we can take initiatives on the national and international stage. AMSI operates within the following activities: research and higher education; school education, engagement with industry and commerce and advocacy. AMSI has worked in partnership with some of Australia's most prominent corporations and organisations to deliver its programs.

AMSI is located at the University of Melbourne and is a departmental unit in the Faculty of Science. It is situated at Building 161 on the university's main campus in Parkville.

7.2 FACULTY OF SCIENCE

http://www.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 outperforming 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

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 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.

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