



## POSITION DESCRIPTION

# Engagement and Partnerships Manager

<b>POSITION NO</b>	0046492
<b>CLASSIFICATION</b>	UOM 9
<b>SALARY</b>	\$123,292 - \$128,275 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Fixed-term for 3 years
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Sarah Fortuna Tel +61 3 9035 5201 Email <a href="mailto:sarah.fortuna@unimelb.edu.au">sarah.fortuna@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Atlantic Fellows for Social Equity (<https://socialequity.atlanticfellows.org/>) is an Indigenous-led leadership development program that aims to drive greater equity for Indigenous communities globally, with the ultimate goal to create fairer and more inclusive societies. Hosted by the University of Melbourne, the AFSE Fellowship experience comprises a year-long module-based program, followed by participation as a Senior Fellow in the AFSE lifelong learning community. This forms part of a global network of Atlantic Fellows, with opportunities for further collaboration and engagement facilitated by the Atlantic Institute (<https://www.atlanticfellows.org/atlantic-institute>). Through practice-based and research-informed learning, the Program builds powerful understandings and strategies for high impact social change, guided by engagement with Indigenous ways of knowing, doing and being. AFSE is a department of the University, reporting to the Chancellery Division and delivering educational award programs through the Melbourne Graduate School of Education.

Reporting to the Executive Director and collaborating with the University of Melbourne Engagement and Advancement teams, the Engagement and Partnerships Manager will play a central role in AFSE's engagement with partners and stakeholders associated with the program, including across the University of Melbourne, within the higher education sector and with other relevant organisations and communities. The Engagement and Partnerships Manager will be responsible for establishing and maintaining relationships with AFSE partners that harness the skills, expertise, networks and resources of the academy, government, business, community sector and civil society to contribute to social change.

The role encompasses three major areas of responsibility: (1) actively manage AFSE's existing partnerships and foster new partnerships in support of AFSE's strategic goals, including the development and management of partnership agreements; (2) maintain a strong and expansive network of relationships within the University, higher education sector, with other relevant organisations and communities; and (3) develop and manage AFSE's Indigenous Engagement Strategy, including (but not limited to) relationships and initiatives aligned to seven Indigenous place-based communities and nations: Melbourne (Wurundjeri); Barmah (Yorta Yorta); Somerville (Boon Wurrung); Canberra (Ngunnawal); Sydney (Eora); Gulkala (Yolngu); and Aotearoa New Zealand (Māori).

The Engagement and Partnerships Manager will maintain a relationship with the University's Advancement team to help facilitate mutually beneficial relationships to enhance the impact of the AFSE program. Activities may involve supporting University-wide initiatives (engagement and giving) that raise the profile of, and generate opportunities for, AFSE.

In conjunction with relevant team members and external stakeholders, the Engagement and Partnerships Manager will promote the wider dissemination of AFSE's research and social impact agenda and represent AFSE and the University of Melbourne in a variety of forums.

The incumbent will have outstanding interpersonal skills and an ability to work collaboratively in a complex environment. The role demands a capacity to engage effectively with a broad range of academic and professional staff, partners, Fellows, and other stakeholders, and forge effective relationships.

The Engagement and Partnerships Manager will contribute to the ongoing development of the internal AFSE team culture, one that is committed to Indigenous-led social change fellowship and the operational and programmatic excellence required to deliver it. The Engagement and Partnerships Manager will maintain strong relationships across broader network of Atlantic Fellows programs (<https://www.atlanticfellows.org/>) and maximise the convening power of the AFSE program and its Fellows.

## **1. Key Responsibilities**

- ▶ Design, implement, and report on the effectiveness of an AFSE Engagement and Partnerships Strategy aligned with the overall vision for the program.
- ▶ Design, implement, and report on the effectiveness of a specific Indigenous Engagement Strategy for AFSE aligned with the overall vision for the program.
- ▶ Actively manage a pipeline of potential partners, donors, and collaborators to ensure a dynamic and relevant ecosystem to support the delivery and impact of the Fellowship program and Fellows' social change projects.
- ▶ Represent AFSE and the University of Melbourne in a range of forums, including across the higher education sector and in other relevant communities and organisations, including the Atlantic Fellows global network.
- ▶ Represent AFSE and the University of Melbourne in the negotiation of a range of relationships and partnerships and manage those relationships and partnerships, including development of agreements and oversight of mutual contractual obligations.
- ▶ Manage AFSE's participation in and contribution to the University's Engagement and Advancement Strategies.
- ▶ Collaborate with colleagues across the University, including in Chancellery, University Services, Faculties, and Residential Colleges, in support of the delivery of the Atlantic Fellows for Social Equity program.
- ▶ Lead the development of reports and presentations for donors, partners and other relevant stakeholders.
- ▶ Collaborate with impact and evaluation staff and their processes to assess and improve the effectiveness of partnerships and other contributors to the program.
- ▶ Other tasks as directed by the Executive Director, Atlantic Fellows for Social Equity
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined below

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ Completion of a degree level qualification with significant relevant work-related experience or equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated knowledge and experience of Aboriginal and Torres Strait Islander communities and cultures, and ways of knowing and doing.
- ▶ Experience initiating and managing significant partnerships with demonstrated positive impact, including the development and management of partnership agreements.
- ▶ Experience representing organisations and presenting enriching and engaging content to a variety of audiences.
- ▶ Excellent interpersonal, written and verbal communication skills and the ability to liaise effectively with external parties and University staff at different levels.
- ▶ Demonstrated problem solving skills with the ability to deliver creative solutions and negotiate outcomes.
- ▶ Demonstrated ability to work effectively as a team player, to support colleagues and contribute to the improvement of administrative systems and procedures.

- ▶ Demonstrated commitment to equity and empowerment for Indigenous communities locally and globally, with the ultimate goal to create a fairer society that is genuinely inclusive of all peoples.

## 2.2 DESIRABLE

- ▶ Knowledge and experience of Māori communities and culture, and ways of knowing and doing.
- ▶ Experience and knowledge of the University of Melbourne's academic and administrative structure, mission and strategic objectives or experience and knowledge of the higher education sector more broadly.

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

General and strategic direction is provided by the Executive Director, Atlantic Fellows for Social Equity and the position works closely with members of the Atlantic Fellows for Social Equity team, as well as internal and external Atlantic Fellows stakeholders. Under broad direction, the position enjoys significant autonomy and delegated responsibility. The incumbent is expected to lead a major functional area with a high level of initiative and commitment.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent requires outstanding diplomacy, judgement and complex problem-solving skills. This includes being able to successfully develop and implement complex projects that integrate relevant University policies and necessary external requirements (including, significantly, the requirements of Atlantic Philanthropies).

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to conceptualise, develop and review major policies, objectives and strategies involving high level liaison with internal and external client areas.

### 3.4 RESOURCE MANAGEMENT

The incumbent is responsible for efficient time management and effective use of work resources without compromising quality. The incumbent will be required to manage resources effectively and in collaboration with the Executive Director, Program Director and other managers. From time to time the incumbent will be required to manage specific project budgets.

### 3.5 BREADTH OF THE POSITION

The incumbent, who reports to the Executive Director, Atlantic Fellows for Social Equity, will work within a complex organisational environment and in partnership with Atlantic Philanthropies and other partner organisations. It is essential that the incumbent has the conceptual, analytical and people skills to operate across this breadth of scope.

## 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 ATLANTIC FELLOWS FOR SOCIAL EQUITY**

The Atlantic Fellows for Social Equity is an Indigenous-led lifelong, collaborative fellowship program and platform for driving systemic change.

Established at the University of Melbourne in 2017 and funded by The Atlantic Philanthropies in 2016, it is one of seven global, interconnected Atlantic Fellows programs. The program includes partner organisations and governments to support the work of a global network of thousands of Atlantic Fellows over the next two decades, and beyond. The AFSE year-long fellowship program comprises five intensive residential modules, preceded by orientation and induction modules, and a social change project led by Fellows. The program meets the requirements for concurrent enrolment in a graduate qualification in Social Change Leadership, awarded through the Melbourne Graduate School of Education.

Administratively, AFSE is a Department of the University, reporting through the Deputy Vice Chancellor (Research) to the Vice Chancellor, who in turn is accountable to the University's Council. AFSE's Advisory Board plays a critical role in overseeing AFSE's strategic direction, remains Indigenous-led and maintains strong and effective relationships with Indigenous communities and the University. <https://socialequity.atlanticfellows.org/about-us>

## 6.2 BUDGET DIVISION

The AFSE Department is part of the Chancellery (Research and Enterprise) Portfolio within the Chancellery Division. Led by the Deputy Vice-Chancellor (Research), Chancellery Research & Enterprise develops and oversees the research agenda at the University and works across a number of areas including:

- ▶ Research and graduate research strategy.
- ▶ Research partnerships and collaborations, including industry, government, and research organisations/institutes
- ▶ Cross-faculty, whole-of-University and interdisciplinary research initiatives
- ▶ Research infrastructure, including cross-faculty, whole of University and precinct infrastructure initiatives
- ▶ Research performance and impact, including research metrics, research rankings and government-sponsored assessments, e.g. 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.
- ▶ Research capability – including graduate research.
- ▶ The Atlantic Fellows for Social Equity Program

## 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 located on Wurundjeri land and 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. The Yolngu philosophy of bali Lili informs the University's engagement with Aboriginal and Torres Strait Islander peoples and, in particular, our current Indigenous strategic priorities:

- ▶ Relationships and collaborations with the Traditional Owners of the Melbourne area
- ▶ Indigenous students and staff
- ▶ Indigenous Knowledge Institute
- ▶ Yothu Yindi Foundation partnership
- ▶ Goulburn Valley partnership
- ▶ Cultural Collections

Further Indigenous strategy highlights can be found here:

[https://about.unimelb.edu.au/\\_\\_data/assets/pdf\\_file/0026/127268/RFQ02259-ERReconciliationHighlights\\_A4\\_v12.pdf](https://about.unimelb.edu.au/__data/assets/pdf_file/0026/127268/RFQ02259-ERReconciliationHighlights_A4_v12.pdf)

The University is committed to Indigenous scholarship, growing the number of Indigenous students at the University, understanding and defining indigenous knowledge and promoting Indigenous reconciliation. The University will achieve this through initiatives such as Murrup Barak (Melbourne Institute for Indigenous Development); Atlantic Fellows for Social Equity;

Poche Centre for Indigenous Health; and the Wilin Centre for Indigenous Arts and Cultural Development. The University of Melbourne is one of only 25 organisations nation-wide with an 'Elevate' Reconciliation Plan ([https://about.unimelb.edu.au/\\_\\_data/assets/pdf\\_file/0026/69308/Unimelb-ReconciliationAction-Plan.pdf](https://about.unimelb.edu.au/__data/assets/pdf_file/0026/69308/Unimelb-ReconciliationAction-Plan.pdf))

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

#### 6.4 UNIVERSITY STRATEGIC DIRECTION: 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.

#### 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>