



## POSITION DESCRIPTION

Atlantic Fellows for Social Equity  
Chancellery

### Executive Coordinator

<b>POSITION NO</b>	0052347
<b>CLASSIFICATION</b>	UOM 7
<b>SALARY</b>	\$96,002 - \$103,921 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time (part-time will also be considered)
<b>BASIS OF EMPLOYMENT</b>	Fixed term for two years
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-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 Opportunities' or 'Jobs available to current 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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## ***Position Summary***

The Atlantic Fellows for Social Equity (AFSE) 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 (<https://socialequity.atlanticfellows.org/>).

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 non-academic department of the University, reporting to the Chancellery Division and delivering educational award programs through the Melbourne Graduate School of Education. The Executive Coordinator will provide high level executive administration support to the AFSE leadership team, coordinate the AFSE Advisory Board, ensure compliance, and facilitate the successful use of IT platforms and software.

This role will be responsible for providing high level executive support to the AFSE leadership team, secretariat for the AFSE Advisory Board, academic services support, a range of compliance activities related to data collection and privacy, and the effective use of IT platforms and software across the AFSE program.

This role will suit someone looking to build strong, highly collaborative relationships in a high performing team with a clear sense of purpose, who is ready to take on significant responsibility within a small and dynamic team.

### ***1. Key Responsibilities***

- ▶ Provide high level executive and administrative support to the AFSE Executive Director and Deputy Director including:
  - Coordinate meetings for the AFSE leadership team including diary alignment, scheduling, and ensuring papers and other pre-meeting materials are circulated;
  - Manage the flow of incoming and outgoing requests and correspondence ensuring that matters requiring the attention of the relevant members of the AFSE leadership team are prioritised and followed up;
  - Undertake desktop research, prepare reports, papers and presentations, and other correspondence to make sure there is effective delivery of administrative support for committees, programs and projects; and
  - Establish and maintain processes, templates and tools to manage information and documentation.
- ▶ Act as secretariat for the AFSE Advisory Board and sub-committees, including:
  - Coordinate AFSE Advisory Board and other sub-committee meetings, including setting dates, booking venues, managing apologies and compiling agendas and papers, taking minutes and following up on actions as required; and
  - Arrange travel bookings for AFSE Advisory Board members and other senior executives who are engaged with the AFSE program (including the AFSE Executive Director, the Executive Director of the Atlantic Institute, etc.) in line with University and Atlantic Fellows policies and procedures.

- ▶ Provide academic services support including:
  - Coordinate the AFSE program's engagement with Academic Board, especially the Academic Programs Committee, and work closely with colleagues in MGSE to ensure the Master of Social Change Leadership and Graduate Certificate of Social Change Leadership are appropriately configured for Fellows' enrolment; and
  - Support the enrolment and changes to enrolment of Fellows at the commencement of each new cohort, including supporting Fellows directly, following up with the enrolments team, and running reports via StudentOne as needed.
- ▶ Coordinate a range of compliance activities including:
  - Coordinate the AFSE program's risk register, ensuring that it is up to date and that responsible members of the AFSE team are contributing to and utilising the register regularly;
  - Coordinate AFSE's annual submissions to the Atlantic Institute Governing Board and the Atlantic Philanthropies archive at Cornell University; and
  - Ensure AFSE is meeting its privacy and data sharing obligations in relation to University policy (and the relevant regulations), Atlantic Institute data sharing protocols, and best practice in relation to ethical data gathering and use.
- ▶ Support the effective use of IT platforms and software including:
  - Coordinate the team's use of University IT systems including Themis, StudentOne and Canvas, and other AFSE's specific IT systems including Salesforce, Trello, and other platforms that may be engaged over time. This may include, for example, making informed decisions about which platforms and IT solutions best meet AFSE's needs, arranging training/support for the AFSE team, uploading data and running reports; and
  - Organise training for IT platforms for the AFSE team as needed and conduct regular assessments of IT platforms and their suitability for program needs and compliance with privacy and other relevant guidelines.
- ▶ Build and maintain strong and effective relationships with internal and external staff to ensure the efficient delivery of administrative services in a tactful and diplomatic manner.
- ▶ 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**

- ▶ Relevant qualifications and experience and/or equivalent combination of education, extensive experience and/or training;
- ▶ Demonstrated experience providing high level executive support (including executive diary coordination and meeting support);
- ▶ Well developed analytical and problem-solving skills and a demonstrated ability to use relevant evidence, policies and experience to address problems that involve multiple stakeholders;
- ▶ Demonstrated ability to continually refine services, including IT systems and business practices;
- ▶ Superior attention to detail, including a proven ability to accurately interpret policy and technical requirements, manage data, and ensure systems and practices are compliant;

- ▶ A high level of competence with different software packages and IT platforms and the confidence to engage with and gain proficiency in new software and IT platforms.
- ▶ Familiarity with developing and/or maintaining risk registers and meeting compliance obligations;
- ▶ Excellent written and verbal communication skills, strong numeracy skills and attention to detail;
- ▶ Strong interpersonal skills with the ability to work collaboratively and effectively with teams and form strong and supportive relationships across different work groups;
- ▶ Excellent organisational and prioritisation skills and the capacity to exercise initiative and judgement within the remit of your position;

## 2.2 DESIRABLE

- ▶ Demonstrated knowledge and experience of Aboriginal and Torres Strait Islander communities and cultures;
- ▶ Demonstrated knowledge and experience of Maori and/or Pasifika communities and cultures;
- ▶ 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

Under broad direction from the Operations Manager, the incumbent works closely with the AFSE leadership team on a daily basis with a considerable degree of autonomy and independence in the execution of the role.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The Executive Coordinator is required to exercise sound judgment and problem-solving skills that align well with the priorities set by the AFSE leadership team. The incumbent is expected to interpret procedures and apply policy to solve problems.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to gain knowledge of AFSE's purpose, stakeholders and organisational structure, including the broader Atlantic Fellows global network. They will be expected to operate within existing practices and makes effective choices about policy application.

### 3.4 RESOURCE MANAGEMENT

As directed by the Operations Manager, the Executive Coordinator will have responsibility for some purchasing decisions, especially relating to meeting coordination and executive travel. The Executive Coordinator may support the Executive Director and Program Director with credit card reconciliation. The Executive Coordinator may also provide advice that informs more significant purchasing decisions, such as those relating to IT procurement.

### 3.5 BREADTH OF THE POSITION

The Executive Coordinator will be expected to have a clear grasp of the full operation of the AFSE team, the global Atlantic Fellows network, and have a good working knowledge of the program's key contacts in the Chancellery Research and Enterprise team and across the University.

## 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 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.

## 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:

<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.

## 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 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:

- ▶ Research and research training 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.
- ▶ Research capability – including graduate research.

## 6.3 BUDGET DIVISION

The 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.

## 6.4 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>

## 6.5 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.

## 6.6 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 <https://about.unimelb.edu.au/strategy/governance>