



Portfolio Manager (Operations)

Department/Unit	CRC Water Sensitive Cities
Faculty/Division	Provost and Senior Vice-President Portfolio
Classification	HEW Level 6
Work location	Clayton
Date document created or updated	November 2017

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu

The **Provost & Senior Vice-President** is responsible for: setting and implementing the university's research strategy, improving the academic and research performance of the University; oversight of faculties and university-wide centres and institutes; development of academic staff employment policies and procedures that enable a high performance culture; identifying and developing new research opportunities and clusters, expanding international research collaborations and interdisciplinary areas of excellence.

The **CRC for Water Sensitive Cities (CRCWSC)** was established on 1st July 2012 with a \$30 million grant (over 7 years) awarded in the 2011 round of the Australian Government's Cooperative Research CRCWSCs (CRC) program. In collaboration with 74 research, industry and government partners, the CRC has established research hubs at Monash University, the University of Western Australia and the University of Queensland and will shortly establish one in Singapore. Participating organisations will contribute \$27 million in cash and \$59 million in kind to the operation of the CRCWSC over a 9 year time frame. Participating industry and government partner organisations come from five states in Australia plus a number of international organisations. The CRC will guide capital investments of more than \$100 Billion by the Australian water sector and more than \$550 Billion of private sector investment in urban development over the next 15 years.

Position purpose

The Portfolio Manager – Operations is responsible for coordinating the logistics of a range of regional, national and international events and for the CRCWSC's administrative and information management systems, processes and office management. In addition, the incumbent provides executive assistance to the Chief Executive Officer (CEO) and supports the CRCWSC's commercial activities. Through the provision of project, planning and administrative support, the Portfolio Manager – Operations plays a critical role in supporting the CRCWSC in delivering key services and initiatives.

Reporting Line: The position reports to the Chief Operations and Finance Officer (COFO) under general direction

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: \$10k financial delegation

Key responsibilities

1. Provide executive support to the CEO, including diary, travel and meeting arrangements and financial transactions reconciliation, and to various high level committees and groups, including collating and preparing briefing documents, minutes, and report
2. As the systems administrator, develop, design, implement, maintain and continuously review the CRCWSC's complex information management systems in order to efficiently share information across multiple sites and with multiple stakeholders, and to enable the recording, collation and reporting of data in forms aligned with the CRCWSC's operational and government reporting requirements
3. Coordinate and assist with the delivery of a range of local, regional, national and international events, including managing budgets, managing resources, sourcing and assessing suitability of venues, coordinating travel logistics for speakers and participants, and delegating responsibilities to operational staff members
4. Draft contracts and track project progress against timelines and budget, ensuring accuracy and timely delivery
5. Coordinate travel logistics and assist in the operational activities associated with the CRCWSC's commercial team
6. When required, and in collaboration with the Monash Recruitment Team, assist the COFO with developing position descriptions and engagement of new staff members
7. Manage the CRCWSC IT and maintenance requirements and office supplies, and regularly liaise with other building tenants on facility related matters
8. Train and mentor other Operations team members in the use of CRCWSC operational systems, procedures and event management processes
9. Build effective working relationships and sustain an in-depth understanding of business needs to deliver effective, consistent services, including acting as a first point of contact for the company for external enquiries

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a degree in a relevant field with subsequent relevant experience; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Extensive experience in the development and administration of knowledge management systems and website maintenance
3. Excellent planning and organisational skills including the ability to prioritise and multi-task to meet deadlines
4. Substantial event management experience with a track record of managing successful events
5. Experience providing excellent professional secretarial and client support services in a busy and complex environment
6. Project support skills with a record of successfully supporting projects through to completion in accordance with agreed timeframes and budgets
7. Highly developed communication skills, including the ability to prepare a range of documentation for various audiences and to interact with and gain commitment from a diverse range of stakeholders
8. Highly developed administrative skills, including computer literacy, excellent attention to detail/accuracy, and the ability to handle confidential information

Other job related information

- Interstate and international travel may be required
- Overtime and out of hours work (including evenings, weekends and public holiday) may be required
- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.