



Position Description

Position Title: Executive Officer, OzGrav

Position Number:

Classification: HEW 7

Faculty/PAVE Centre/Organisational Unit: School of Science, Computing and Engineering Technologies/Centre for Astrophysics and Supercomputing/OzGrav Centre of Excellence

Position Purpose

The ARC Centre of Excellence for Gravitational Wave Discovery (OzGrav) was established in 2017 to use the historic first detections of gravitational waves to understand the extreme physics of black holes and warped space time. These discoveries will inspire the next generation of scientists and engineers to make use of this new window on the universe.

Swinburne University of Technology is the home of OzGrav's Headquarters, and OzGrav works very closely with its collaborating participating universities: The Australian National University, The University of Melbourne, Monash University, The University of Western Australia, The University of Adelaide and several prestigious overseas research organisations including Caltech and MIT.

The Executive Officer will be responsible for managing multiple concurrent projects, activities and events within OzGrav, based at Swinburne University of Technology. This position is part of a small, dynamic, and collegial operations team at Headquarters, and involves working collaboratively with a broad range of hundreds of stakeholders from Swinburne University and OzGrav's partner organisations in Australia and overseas to support the execution of project activities.

OzGrav implements a wide range of programs in areas that include: cutting-edge research; education and public outreach; career development; mentoring; technology transfer and commercialisation, and equity and diversity initiatives. This role is directly involved in the delivery of these programs. This position carries substantial responsibility and requires a broad range of skills and the ability to exercise considerable judgment, initiative, discretion and independence.

OzGrav was recently awarded further funding to renew Centre operations for another seven years, through to 2030. The 2023-2024 period will be an exciting one, in which we will be reporting on and celebrating the achievements of the original OzGrav Centre, alongside strategic planning and establishment of the ambitious new Centre.

The Executive Officer position is offered as an 18-month contract reporting to the OzGrav Chief Operating Officer. This role is offered as a full-time position, part-time negotiable.

Key Responsibility Areas

Business Management and Operations	<ul style="list-style-type: none">• Provide high-level independent management of projects, events, and activities within the Centre.• Provide advice on policy, resourcing and other administrative matters concerning research activities including compliance with contractual, reporting, university and legal requirements.• Responsible for identifying and implementing best practice processes across the Centre, including optimizing the reporting systems, data and content management systems, HR workflows, policies and procedures.• Contribute to the Centre's reporting activities including finances, Key Performance Indicators, Annual and Final Reports, case studies, and other ad hoc reports on Centre activities and outcomes.• Contribute to the Centre's internal and external communications activities.• Contribute to the Centre's professional development program, including coordinating training opportunities for researchers and overseeing our mentoring program.• Develop and implement skills in a variety of computational tasks, which may involve some computer programming, data analysis, and web-based data and content management systems.• Responsible for grant management, including liaising with stakeholders to prepare and execute contracts, tracking and monitoring grant agreements and progress against milestones and objectives.• Manage and organise project meetings, events and conferences, including managing the finances and ensuring adherence to the budget.• Provide high level confidential administrative coordination of some Centre committees, including preparation of agendas, management of meeting logistics and minutes, and following up on actions.• Build and sustain effective working relationships with an extensive network of internal and external stakeholders to facilitate communication, understand business needs and deliver reliable high-quality services• Oversee Centre finances, monitor spending against the budget, and work with stakeholders at our collaborating universities to prepare accurate financial forecasts for the Centre.
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	<ul style="list-style-type: none"> • Prepare financial reports, and provide advice to researchers on projects finances, liaising with Finance, People & Culture and Payroll, as required. • Undertake sundry financial administration activities including accounts receivable and payable.
Swinburne Values	<p>Commitment to the Swinburne Values of:</p> <ul style="list-style-type: none"> • One Swinburne - We work together, bringing our unique skills to achieve our common purpose and strategy. • Future – Focused - We commit to taking bold strides – ‘moon shots’ – and are constantly innovating, disrupting, renewing and changing to create tomorrow’s technology and talent today. • Engaged - We strive to be the most industry-engaged university, to amplify our impact and support all students to be future-ready • Empowered - We are trusted, and expected, to act and make decisions commensurate with our roles and skills, and to drive continuous improvement, to deliver our common goals. • Accountable - We are accountable for our contributions to Swinburne’s success and sustainability, for the ways we work together, and for the outcomes that we deliver for students, partners and society.
Other	<ul style="list-style-type: none"> • Undertake Division-wide and/or university-wide responsibilities as required.

Key Selection Criteria

Candidates are required to respond to each of the selection criteria.

Essential / desirable

Qualifications	<ul style="list-style-type: none"> • Completion of a bachelor degree with extensive relevant administration experience; or an equivalent combination of relevant experience and/or education/training 	<ul style="list-style-type: none"> • Essential
	<ul style="list-style-type: none"> • Higher education qualification in an area of Science, Technology, Engineering or Mathematics is desirable 	<ul style="list-style-type: none"> • Desirable
Experience/ Knowledge/Attributes	<ul style="list-style-type: none"> • Extensive experience in project management across a range of concurrent projects 	<ul style="list-style-type: none"> • Essential
	<ul style="list-style-type: none"> • Excellent interpersonal skills, with the ability to communicate, liaise and work with people at all levels, both internal and external to the University with tact, maturity and appreciation of sensitive issues. 	<ul style="list-style-type: none"> • Essential

	<ul style="list-style-type: none"> Highly proficient IT skills, including MS Office applications, data/content management systems, database applications, website maintenance and content creation, along with the willingness and ability to learn new IT systems, as required. 	<ul style="list-style-type: none"> Essential
	<ul style="list-style-type: none"> Extensive experience in reviewing processes and procedures and implementing continuous improvement strategies 	<ul style="list-style-type: none"> Essential
	<ul style="list-style-type: none"> Extensive experience overseeing budgets, preferably in a university or research environment 	<ul style="list-style-type: none"> Essential
	<ul style="list-style-type: none"> Very high-level analytical, conceptual and problem solving skills, including the ability to interpret and effectively communicate policies, strategies and procedures within a complex environment. 	<ul style="list-style-type: none"> Essential
	<ul style="list-style-type: none"> Excellent written communication skills - including the ability to independently research and prepare reports, policy documents, and presentations, with considerable attention to detail. 	<ul style="list-style-type: none"> Essential
	<ul style="list-style-type: none"> Demonstrated organisational and time management skills, along with the ability to prioritise activities, manage competing priorities respond to ad hoc and time critical requests while meeting deadlines 	<ul style="list-style-type: none"> Essential
	<ul style="list-style-type: none"> Knowledge and understanding of the Australian Higher Education and/or research sector, including working with academics and researchers 	<ul style="list-style-type: none"> Essential
Other	<ul style="list-style-type: none"> A valid working with children's check card (or ability to obtain prior to or upon commencement) 	<ul style="list-style-type: none"> Essential