

# POSITION DESCRIPTION



Business Services  
Chief Operating Officer Portfolio

## Sustainability Intern- Biodiversity

<b>POSITION NUMBER</b>	N/A
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	N/A
<b>SUPERANNUATION</b>	N/A
<b>WORKING HOURS</b>	Student Intern – 80-100 hours
<b>BASIS OF EMPLOYMENT</b>	Completion of hours relevant to internship subject
<b>HOW TO APPLY</b>	To apply please send a cover letter, resume and response to the key selection criteria to <a href="mailto:sustainable-campus@unimelb.edu.au">sustainable-campus@unimelb.edu.au</a> by 5PM Friday the 10th of July.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Rachael Miller, Sustainability Officer <a href="mailto:rachael.miller@unimelb.edu.au">rachael.miller@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

## **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio is responsible for the University's budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University's business.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

## **BUSINESS SERVICES**

Business Services provides a full range of class leading information technology and facilities management services to all operating entities of the University, and fit for purpose and efficient Finance, HR and OHS services.

## **SUSTAINABILITY TEAM**

The Sustainability Team aims to expand on the University of Melbourne's position as a leader in campus sustainability. Universities have a special role and responsibility in confronting the challenges of climate change and environmental stewardship. The team members are from varied backgrounds and cover diverse aspects of Sustainability management and practice. We are passionate about helping staff and students in their sustainability endeavours.

## **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.

## **ABOUT THE ROLE**

### **Position Purpose:**

Open to current students with an interest in sustainability, the Sustainability Intern role will provide an opportunity for a passionate student to complete an internship in SCI90017 Science & Technology Internship or equivalent subject within Business Services. Reporting to a Sustainability Officer, the student will be responsible for developing and implementing a sustainability themed project over the course of 80-100 hours. They may also assist with other ad-hoc tasks if needed.

## **Biodiversity Internship Project Summary: Fauna & Fungi Inventory**

Target 5.2 and 5.3 of the University of Melbourne's [Sustainability Plan \(2017-2020\)](#) sets targets for Biodiversity Baseline Data to be calculated for all University Campuses. As such, the Sustainability Team are currently working towards quantifying the following seven baseline metrics for all campuses:

1. Plantable Area
2. Retention of 'Special Habitat'
3. Number of Understory Plant Species
4. Number of Trees
5. Number of Tree Species
6. Tree Canopy Cover
7. Fauna & Fungi Inventory

This project will contribute to baseline calculations for metric 7. Under the support and supervision of a Sustainability Officer, the intern will be required to collect, collate and map any fauna and fungi sightings from various databases for all campuses. The intern will then produce a report containing research informed recommendations and a summary of key findings to assist the University in its efforts to enhance its campus landscapes to better support biodiversity.

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### **Key Dimensions and Responsibilities:**

Task level: Moderate

Organisational knowledge: Minimal

Judgement: Moderate

Operational context: Moderate

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

#### **Project Management and Development**

- Implement, with the support of the Sustainability Team, the approved sustainability project.
- Evaluate the project, to determine success, challenges and feasibility of future implementation.
- Produce a report with recommendations.

#### **Support and Administration**

- Provide ad-hoc support to the Sustainability team, where needed, in relation to events and campaigns as part of the broader scope and strategic direction of environmental sustainability activities.

## **Selection Criteria:**

### **Essential**

- Currently studying towards a postgraduate qualification.
- Are currently or will be enrolled in a university internship subject.
- A demonstrated interest in operational sustainability and related issues with a strong interest in ecology, biodiversity or other environment related fields.
- Excellent communication skills, both written and verbal, including the ability to produce high quality written reports.
- Excellent organisational skills, with the ability to prioritise and manage time effectively.
- The ability to operate independently and perform tasks with sound judgement.
- A positive attitude, with excellent networking skills and the ability to work as part of a team.

### **Desirable**

- An understanding and appreciation of Environment and Sustainability at the University of Melbourne.
- GIS or data analysis skills.
- An undergraduate degree majoring in ecology, biodiversity or other environment related fields.