



## POSITION DESCRIPTION

**Department of Anatomy and Neuroscience**  
Faculty of Medicine, Dentistry and Health Sciences

### **Strategic Operations Manager – Stem Cells Australia**

<b>POSITION NO</b>	0031256
<b>CLASSIFICATION</b>	PSC 9
<b>SALARY</b>	\$115,726 – \$120,404 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>EMPLOYMENT TYPE</b>	Full-time, Fixed term position available until 31 Dec 2018 Contract type: Externally Funded
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>CURRENT OCCUPANT</b>	Vacant
<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>	Professor Melissa Little Tel: +61 3 9936 6026 Email: <a href="mailto:melissa.little@unimelb.edu.au">melissa.little@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***

Stem Cells Australia (SCA) <http://www.stemcellsaustralia.edu.au/> is a \$21m Special Research Initiative funded by the Australian Research Council (ARC). Led by Professor Melissa Little, the initiative links Australia's experts in stem cell biology, regenerative medicine, bioengineering, nanotechnology, advanced molecular analysis and clinical research with the aim of exploring the fundamental mechanisms in stem cell regulation and differentiation, and the translation of this knowledge into therapeutic applications.

With a recent change of leadership, SCA is seeking a highly experienced Strategic Operations Manager to help SCA position itself for the future in stem cell research nationally. This will require scoping of SCA and external stem cell research activities, and the identification of transformative programs in health, industry and education.

As the most senior professional staff member in SCA, the Strategic Operations Manager will provide administrative leadership to the initiative, and ensure SCA's resources and operations are managed strategically across the eight collaborating institutions. They will work closely with the Program Leader, Deputy Program Leader and Policy and Outreach Manager to devise and enable strategies for the development, growth and achievement of the initiative's goals. The incumbent will have substantial experience in business and financial planning, and will be required to develop and foster relationships with a range of stakeholders such as international advisory committees, research theme leaders and the Australian Biotech industry.

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

### **1.1 STRATEGIC PLANNING AND POLICY DEVELOPMENT**

- ▶ Work closely with the Program Leader in the development and implementation of strategic and operational planning processes, monitoring progress throughout the year, evaluating outcomes and making recommendations for change
- ▶ Preparation of documentation such as business plans, research contracts, research grant proposals, budgets, annual reports, and collaborative agreements.
- ▶ Provide strategic support for preparation of documents on the Program's activities and vision for stakeholders, including research leaders, government and industry.
- ▶ Provide high level advice on University policy to SCA members and develop local policies and operating procedures in relation to these
- ▶ Provide high level support and advice to the Program Leader and executive on operational matters
- ▶ Ensure effective governance structures and processes are in place

### **1.2 HUMAN RESOURCES MANAGEMENT**

- ▶ Direct responsibility for the supervision of the Centre professional staff ensuring the team meets the administrative needs of the Centre
- ▶ Provide advice to Centre staff, in liaison with the Faculty Human Resources Team, on all aspects of human resource management for academic and professional staff positions

- ▶ Draft position descriptions, organise recruitment and selection panels, as well as assist with the confirmation, promotion and performance management processes for academic and professional staff positions

### 1.3 FINANCE, RESEARCH AND RESOURCE MANAGEMENT

- ▶ Provide high level strategic advice to the Program Leader regarding budget development and financial resource management with respect to Program objectives
- ▶ Ensure correct and timely disbursement of funds in relation to research programs, in accordance with the terms of funding agreements.
- ▶ Monitor financial performance and compliance, and assist with the preparation and distribution of regular financial reports to the SCA Governance Committee and Program Leader, as well as to the relevant funding bodies.
- ▶ Liaise with University Services (Research Innovation & Commercialisation) and collaborating institutions to coordinate the preparation and execution of formal funding agreements

### 1.4 QUALITY ASSURANCE, COMPLIANCE AND PROCESS IMPROVEMENT

- ▶ Ensure that all SCA activities comply with relevant legislation, statutes, regulations and policies, and where applicable with requirements of contracts, funding bodies and/or trust funds.
- ▶ Provide an active input into the streamlining of administrative processes within the School of Biomedical Sciences and the University, as well as across SCA nodes (as appropriate).

### 1.5 ENGAGEMENT

- ▶ Build and foster effective partnerships with SCA participants across all nodes of the initiative and with other external parties nationally and internationally to support the strategic objectives of SCA
- ▶ Liaise with the Head of Education, Ethics, Legal and Community Awareness regarding SCA's engagement budget and strategy
- ▶ Contribute to the promotion of a collegial and harmonious working environment within the SCA as well as with partners and stakeholders

### 1.6 OTHER RESPONSIBILITIES

- ▶ Coordinate and/or assist with other tasks as directed by the SCA Program Leader
- ▶ 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

- ▶ Qualifications in a relevant discipline, significant relevant experience or equivalent mix of education and relevant experience;

- ▶ Demonstrated experience in strategic and operational planning including the ability to conceptualise and develop strategies, business plans, and policies and procedures to support the achievement of the Centre's goals;
- ▶ Demonstrated experience in strategic and technical writing, with the ability to draft scientific research proposals and business plans.
- ▶ Effective organisational and time management skills, with a demonstrated ability to adapt to changing priorities, accepting new ideas, willing to meet new challenges and to lead teams through change;
- ▶ Excellent interpersonal and written communication skills, with the ability to foster a positive work culture and effective working relationships, and the ability to negotiate and influence senior stakeholders in research, government and industry;
- ▶ Acute analytical skills and demonstrated ability to scope and exercise sound, autonomous judgement in a complex business environment;

## 2.2 DESIRABLE

- ▶ A background or good understanding of science, particularly biological or biomedical science
- ▶ Sound knowledge of relevant legislation, policies, procedures and systems in relation to government funding schemes;
- ▶ Experience working in a University or other academic/research environment or experience working with government.
- ▶ Experience in financial management including budget preparation, financial modelling, monitoring, reporting and analysis;

## 2.3 SPECIAL REQUIREMENTS

- ▶ Capacity and willingness to undertake interstate travel to partner organisations
- ▶ A flexible approach to working hours, as the incumbent may be required to contribute to Centre activities out-of-hours.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Strategic Operations Manager reports to and receives broad direction from the SCA Program Leader to carry out the responsibilities associated with the achievement of the Program's strategic objectives. The position exercises considerable independence and is expected to conceptualise, develop and implement strategies within a broad framework defined by the Program and Faculty's strategic and operational goals. The incumbent will be required to work closely with research program investigators and partner organisations. They are expected to demonstrate considerable initiative, sound judgement and high levels of discretion and excellent interpersonal skills.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

High level problem solving and judgement is required for this position. The Strategic Operations Manager is required to exercise expert knowledge and experience in analytical, investigative and reporting skills to achieve objectives and must be able to negotiate competing demands for the allocation of resources, taking into account current operational needs and strategic priorities. The execution of independent judgment is essential. The Strategic Operations Manager must also exercise sound judgment and appreciation of the rights and expectations of both employee and employer when dealing with human resource issues with a sound understanding of the appropriate referral pathways for issues outside the purview of this position.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent is required to be an expert in business planning and management with an in-depth knowledge of the organisational structure, objectives, policies and procedures of the Research Initiative, Faculty and the University and a good working knowledge of the broader primary health care, higher education and research environments. The incumbent will be expected to develop an understanding of the University's corporate structures, services and systems.

### **3.4 RESOURCE MANAGEMENT**

The incumbent has line-management responsibility for professional staff members of the Centre. The Strategic Operations Manager must possess extensive experience and a high level of skills in planning and management of finance, space infrastructure and human resources to oversee daily operations and has responsibility to ensure the Centre meets its strategic and operational objectives.

### **3.5 BREADTH OF THE POSITION**

The Strategic Operations Manager will have a wide range of expert business management capabilities enabling the incumbent to effectively engage with all Stakeholders of the activity. The role will also require interaction with staff at all levels in faculty and central University administration.

## ***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 service 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/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **6. Other Information**

### **6.1 DEPARTMENT OF ANATOMY AND NEUROSCIENCE**

<http://biomedsciences.unimelb.edu.au/departments/anatomy-and-neuroscience>

Our research in neuroscience, cell and developmental biology, and anatomical sciences aims to understand fundamental biological mechanisms in order to develop new treatments for injury and disease states. Our researchers are located in the Medical Building and the Melbourne Brain Centre, and include research teams from Stem Cells Australia and the Melbourne Brain Centre Imaging Unit. The Department has excellent research facilities, including confocal, fluorescence and live cell imaging microscopes, laser capture dissection, tissue culture facilities, an excellent histology laboratory and a new molecular biology suite. Our Department also hosts the Australian Phenomics Network Histopathology and Organ Pathology Service, providing detailed histological phenotyping and digital scanning of data from mutant mice. The synergy between these activities provides a vibrant environment for undergraduate and postgraduate training, and a friendly and supportive intellectual community to encourage development of early career researchers.

The Department has a rich history in teaching anatomy, beginning in 1862 with the appointment of the first Professor John Britton Halford as Professor of General Anatomy, Physiology and Pathology. Teaching in topographic anatomy continues to be a major area of activity in the Department, enhanced by well-equipped dissection facilities and valuable educational resources of the nearby Harry Brookes Allen Museum of Anatomy and Pathology. Our teaching program includes students from the Schools of Medicine, Dentistry and Health Sciences, and the Faculty of Science, with subjects including topographic anatomy, integrated neuroscience, cell and developmental biology and an exciting new subject on stem cells.

## 6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

## 6.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

## 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on

academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.  
<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of *Research at Melbourne: Ensuring Excellence and Impact to 2025*.

## 6.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

## 6.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Manager 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/unisec/governance.html>.