



POSITION DESCRIPTION

Department of Microbiology and Immunology
Faculty of Medicine, Dentistry and Health Sciences

Senior Project Officer – MRFF COVID-19 Vaccine Research

POSITION NO	0053871
CLASSIFICATION	UOM 6
SALARY	\$87,007 – \$94,181 p.a.
SUPERANNUATION	Employer contribution of 10%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term for 12 months (with the possibility of extension)
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	N/A
CONTACT FOR ENQUIRIES ONLY	Prof Stephen Kent Tel: +61 3 8344 9939 Email: skent@unimelb.edu.au <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

Position Summary

This is a project management role based in the Department of Microbiology and Immunology (DMI), The University of Melbourne at The Peter Doherty Institute for Infection and Immunity.

Prof Stephen Kent and colleagues have been successful in securing National Health and Medical Research Council MRFF funding for COVID-19 Vaccine Candidate Research in Australia. The research aims to test novel vaccine approaches against COVID-19 and SARS-CoV-2 Variants of Concern.

The incumbent will be responsible for the coordination, management and implementation of projects within the research boundaries of the awarded MRFF scheme.

A key focus will be cross discipline engagement between research programs and achieving successful outcomes and guiding it through to commercialisation

An initial focus of the role will be coordinating the generation and testing of GMP grade materials with a number of partners.

The Senior Project Officer will report directly to Prof Stephen Kent in the DMI and work collaboratively with the MRFF COVID Vaccine research team to assist moving new COVID vaccine and treatment programs through to clinical trials.

The Senior Project Officer is required to work collaboratively within a nationally distributed team, and will be required to be highly organised, communicate effectively with a diverse group of individuals, and provide supervision and coordination to assist in the management of complex projects.

The School of Biomedical Sciences and its Departments foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all to live by our Faculty Values of:

- Collaboration
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

- ▶ Provide project management of project funded by NHMRC MRFF;
- ▶ Under the guidance of Prof Kent and study investigators, coordinate, manage and implement vaccine production and pre-clinical studies and help guide them through to clinical trials and a commercial outcome;
- ▶ Work directly with project leads, investigators and governance committees as required to oversee implementation of activities to meet project objectives;
- ▶ Support the team management, including planning and coordination, finance and budgeting, recruitment and reporting;
- ▶ Navigate and facilitate stakeholder engagement and agreements within complex organisation structures;

- ▶ Work collaboratively in a multi-disciplinary team of internal and external stakeholders, including government departments and commercial companies;
- ▶ Assist in record keeping and compliance reporting by minuting meetings, keeping detailed records of funding distributions, and contributing to the preparation and dissemination of reports to relevant parties;
- ▶ Assist with identification of opportunities for co-funding and engagement with other stakeholders or programs to further develop the project objectives;
- ▶ 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

- ▶ A tertiary qualification in biomedical sciences, management, or a related field;
- ▶ Relevant experience in management of projects in vaccines, therapeutics or related fields, with a particular focus on moving towards first in human trials;
- ▶ Excellent organisational and management skills to support the implementation of multiple projects under a broader strategic program;
- ▶ Strong interpersonal and verbal communication skills with the ability to relate effectively with a range of people across all levels of the organisation;
- ▶ Demonstrated ability to work independently and as part of a team, and with a large group of complex stakeholders;
- ▶ Excellent written communication skills, including preparation of briefs, reports and minutes;
- ▶ Demonstrated problem solving/analytics skills with the ability to deliver creative solutions;
- ▶ A high level of self-motivation and initiative in the organisation of group activities, workshops and meetings;
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite.

2.2 DESIRABLE

- ▶ Familiarity with the reporting requirements of external funding agencies (e.g. NHMRC).
- ▶ Experience working in vaccine clinical trials.
- ▶ Experience with protein manufacturing, toxicology testing.

2.3 SPECIAL REQUIREMENTS

- ▶ Sign and abide by confidentiality and information use agreement
- ▶ Flexibility in work patterns in the face of pressing needs and requirement to perform out of hours work when the need arises.
- ▶ Some flexibility in days and hours of work may be required to provide support for training activities, including potential interstate travel.
- ▶ Undergo police and security checks as a condition of employment with the University of Melbourne

- ▶ Vaccination against relevant infectious diseases is recommended and provided.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under general to broad direction depending upon experience and the complexity of the tasks, within the context of a supportive group environment.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have the discretion to innovate within own function and take responsibility for outcomes; undertake planning involving resources use and reporting.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. The incumbent would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

3.4 BREADTH OF THE POSITION

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application.

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 strive 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/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 DEPARTMENT OF MICROBIOLOGY & IMMUNOLOGY

The Department of Microbiology & Immunology is one of the departments within the School of Biomedical Sciences in the Faculty of Medicine, Dentistry and Health Sciences.

Further information is available at <http://www.microbiol.unimelb.edu.au/> and <http://bsac.unimelb.edu.au/>.

6.2 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

The Doherty Institute is a world-class institute combining research in infectious disease and immunity with teaching excellence, reference laboratory diagnostic services, epidemiology and clinical services. It is a joint venture between the University of Melbourne and Melbourne Health.

A new, purpose-built building for the Doherty Institute was completed in early 2014. The members of the Doherty include the Department of Microbiology and Immunology and the Microbiological Diagnostic Unit Public Health Laboratory of the University of Melbourne, the Victorian Nosocomial Infection Surveillance System, The Victorian Infectious Diseases Reference Laboratory, The Victorian Infectious Diseases Service, and The World Health Organisation Collaborating Centre for Reference and Research on Influenza.

Further information about the Doherty Institute is available at:

<http://www.doherty.unimelb.edu.au>

6.3 SCHOOL OF BIOMEDICAL SCIENCES

<https://biomedicalsciences.unimelb.edu.au/>

The School of Biomedical Sciences is one of the most prominent and diverse Schools in the Faculty of Medicine, Dentistry & Health Sciences and is comprised of three Departments - Anatomy and Physiology, Biochemistry and Pharmacology, and Microbiology and Immunology.

The School is situated on the University's Parkville Campus and is part of the largest biomedical precinct in the southern hemisphere, providing access to world class research facilities for staff and students.

The School fosters a values-based culture of innovation and creativity to achieve research and teaching excellence.

6.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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.

Further information about the Faculty is available at:

<http://www.mdhs.unimelb.edu.au>

6.5 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>.

6.6 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.

6.7 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 <http://www.unimelb.edu.au/governance>