Department of Infectious Diseases
Melbourne Medical School
Faculty of Medicine, Dentistry and Health Sciences

Collaborative Project Officer

POSITION NO 0056698

CLASSIFICATION UOM6

SALARY $89,182 - $96,536 pa (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full time (1.0 FTE, negotiable)

BASIS OF EMPLOYMENT Fixed Term position for 12 Months

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Dr Miranda Smith
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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne acknowledge the Elders, and descendants of the Wurundjeri people who have been and are the Custodians of these lands. We acknowledge that the land on which we meet was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The Department of Infectious Diseases based at the Peter Doherty Institute for Infection and Immunity (the Doherty Institute) is seeking to appoint a Project Officer to project manage and provide coordination and administrative support to three projects focused on infectious diseases preparedness and control. These projects are: the Australian Partnership for Preparedness Research on Infectious Diseases Emergencies (APPRISE); Strengthening Preparedness in the Asia Pacific Region through Knowledge (SPARK) and Supporting Participatory Evidence generation to Control Transmissible diseases in our Region Using Modelling (SPECTRUM). APPRISE has recently received funding from the Commonwealth Department of Health and will transition from NHMRC funding by December 2022. SPARK is funded by the Department of Foreign Affairs and Trade (DFAT) Centre for Health Security until June 2023, and SPECTRUM is funded by NHMRC until December 2024.

Through their national and international, multi-disciplinary research teams, these projects are developing sustainable systems and research platforms for infectious disease research of the highest quality and impact. These projects are administered through the Peter Doherty Institute for Infection and Immunity, University of Melbourne.

The Collaborative Project Officer will form a key part of the APPRISE secretariat and the SPECTRUM & SPARK project implementation team. The candidate will be required to be highly organised, communicate effectively with a diverse group of individuals, and demonstrate initiative to support the operation of this complex and diverse network.

The Project Officer will support the contracting and financial arrangements for the projects, assist with reporting requirements, meeting arrangements, project documentation and other collaborative and administrative tasks as required. The Project Officer will report directly to Dr Miranda Smith, Academic Specialist – Collaborative Research.

1. Key Responsibilities

1.1 STRATEGIC PLANNING AND PARTNERSHIPS

- Support strategic planning within the Australian Partnership for Preparedness Research on Infectious Diseases Emergencies (APPRISE) network
- Strengthen partnerships and create opportunities for cross-node collaboration between various infectious diseases networks administered through the Peter Doherty Institute and affiliated organisations

1.2 OPERATIONAL, COMMERCIAL AND FINANCIAL MANAGEMENT

- Work collaboratively within the respective project management teams to manage funding agreements and distributions, invoicing and budget tracking, research reporting requirements and other administrative activities as required.
1.3 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- Provide project and administrative support for the nationally distributed team of researchers and collaborators within the Australian Partnership for Preparedness Research on Infectious disease Emergencies (APPRISE) and the national and regional collaborator networks for the SPECTRUM and SPARK projects.
- Show initiative in the planning and organisation of online meetings, workshops and functions.
- Assist in record keeping and compliance reporting by minuting meetings, keeping detailed records of funding distributions to partners and external parties, and contributing to preparation and dissemination of reports to relevant parties.

1.4 RESPONSIBILITY AND COMPLIANCE

- Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- Reliably follow communications protocols and/or policies as appropriate.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- Behavioural Expectations - All staff are expected to maintain the following behaviours:
  - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
  - Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address Essential Selection Criteria

2.1 ESSENTIAL

- A relevant tertiary qualification with relevant experience in management of projects in the higher education or research sector or an equivalent combination of relevant experience and/or education/training.
- Excellent organisational and administrative skills with the ability to work with a high level of attention to detail in relation to preparation of documentation, compliance and reporting requirements.
- Excellent interpersonal, written and verbal communication skills to support group interaction, including preparation of minutes and assistance with summary reporting documents.
- Ability to adapt to evolving project demands and demonstrate flexibility of approach to achieve objectives.

2.2 DESIRABLE
Familiarity with reporting systems and processes of the University of Melbourne including Themis and finance processes.

Experience with, or an understanding of, the complexities of engaging a diverse range of stakeholders, including international collaborators.

A demonstrated interest in public health

2.1 SPECIAL REQUIREMENTS OF THIS POSITION

This position requires the incumbent to hold a current and valid Working with Children Check

Occasional work out of ordinary hours may be required

Occasional international and interstate travel may be required

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Collaborative Project Officer will report directly to the APPRISE secretariat lead, the Academic Specialist – Collaborative Research (Miranda Smith) and will also closely collaborate with the SPECTRUM & SPARK Project Coordinator (Laura Bannerman). Both work closely with and under the direction of APPRISE, SPECTRUM & SPARK Chief Investigator Professor Jodie McVernon, Director of Doherty Epidemiology.

A collaborative approach to work with a reasonable level of independence is required to liaise with a diverse group of stakeholders, with provision of regular support as required.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have the discretion to innovate within their own function and take responsibility for outcomes. Initiative in organisation, planning and problem solving are required in the assigned tasks, within a supportive environment.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This role requires development of an extensive knowledge of the structure of the Doherty Institute, APPRISE and other projects. Familiarity with project management and team organisation is essential to the role. Knowledge of the systems and processes of the University of Melbourne are highly desirable.

The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. The incumbent will 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 RESOURCE MANAGEMENT
The incumbent will be responsible for using resources in line with Institute and University policies and procedures.

The role includes responsibility for distribution of allocated funds to collaborating institutions, together with local expenses, within pre-agreed constraints.

3.5 BREADTH OF THE POSITION

The Collaborative Project Officer works within the APPRISE secretariat on the functions of the network, supporting the APPRISE executive and broader research network.

The Collaborative Project Officer works within the SPECTRUM & SPARK implementation team on the project management of the consortia, including the early- and middle-career researcher network and executive.

There will be interaction with variety of staff within the Peter Doherty Institute for Infection and Immunity and its partner organisations as well as individuals from the Commonwealth Department of health, collaborating Universities and other stakeholder groups.

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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:

https://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 INFECTIOUS DISEASES

https://medicine.unimelb.edu.au/school-structure/infectious-diseases

The Department of Infectious Diseases is a recently established department of the Melbourne Medical School, Faculty of Medicine, Dentistry and Health Sciences that is based at The Peter Doherty Institute for Infection and Immunity (Doherty Institute). Research within the department encompasses infectious diseases including antimicrobial resistance and healthcare associated infections, malaria, HIV, tuberculosis, influenza, viral hepatitis, sexually-transmitted infections, skin pathogens and emerging infectious diseases such as COVID-19. Our researchers come from diverse backgrounds, including discovery research and basic scientists, clinician researchers, epidemiologists, public health physicians and microbiologists.

6.2 MELBOURNE MEDICAL SCHOOL

https://medicine.unimelb.edu.au

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

Under the leadership of Professor John Prins, MMS spans all major fields of medicine and is comprised of thirteen clinical departments:
- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics and Gynaecology;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,000 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,725 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of $165 million, the School’s research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally.
These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School’s flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a $6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice’s continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School’s development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

https://medicine.unimelb.edu.au/about/diversity-and-inclusion

MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia’s leading medical school.

6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

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.

6.4 **THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY**

[https://www.doherty.edu.au/](https://www.doherty.edu.au/)

The Doherty Institute is a world-class institute combining research, teaching, public health and reference laboratory services, diagnostic services and clinical care into infectious diseases and immunity. It was officially opened in September 2014 and is a joint venture between the University of Melbourne and Melbourne Health. The Doherty Institute has a major focus on diseases that pose serious public and global health threats such as influenza, tuberculosis, HIV, viral hepatitis, Ebola and drug resistant bacteria. The Doherty’s activities are multi-disciplinary and cross-sectoral, placing great emphasis on translational research and improving clinical outcomes. Teams of scientists, clinicians and epidemiologists collaborate on a wide spectrum of activities - from basic immunology and discovery research, to the development of new vaccines and new preventative and treatment methods, to surveillance and investigation of disease outbreaks.

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](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 https://about.unimelb.edu.au/strategy/governance