International PhD Program Coordinator

POSITION NO 0054772

CLASSIFICATION UOM 5

SALARY $75,011 – $86,158 p.a.

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part-time (0.5 FTE)

BASIS OF EMPLOYMENT Fixed term position available until 31 December 2022

Fixed term reason: Externally funded

OTHER BENEFITS http://about.unimelb.edu.au/careers/working/benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, under ‘Job Search and Job Alerts’, select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Professor Sammy Bedoui

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Tel: 0420 885766

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our websites: about.unimelb.edu.au/careers
Position Summary

This role is based in the Bedoui lab in the Department of Microbiology and Immunology, at the Peter Doherty Institute for Infection and Immunity (Doherty Institute), University of Melbourne. We are seeking a Program Coordinator to provide administrative support for the Bonn and Melbourne Research and Graduate School, a joint PhD program between the Universities of Melbourne and Bonn (Germany).

The Program Coordinator is required to demonstrate a high level of professionalism and will work collaboratively within a team of program directors and coordinators in Melbourne and Germany. The Program Coordinator will be required to be highly organised, and communicate effectively with a diverse group of individuals, including students and supervisors in the program, as well as the staff members of both Universities.

The Program Coordinator will be responsible for managing day-to-day program activities specific to those of a joint PhD program. This includes the recruitment and enrolment of students, assistance with milestone meetings, guidance through the dual examination process, administrative support for staff and students, the organisation of student and staff meetings, and management of the program budget. The Program Coordinator reports directly to the Program Director, Prof Sammy Bedoui.

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 program coordination and administrative support across the different elements within the joint PhD program, including direct support for staff and students, budgeting, monitoring of progress and milestones, and the organisation of meetings and program events.

- Work collaboratively within a diverse team of students and staff in Australia and Germany to progress project activities, through coordination of project personnel activities, meetings, assisting with planning of workshops and training where applicable, and facilitating communication across participants and collaborators as required.

- Assist in record keeping and compliance reporting by minuting meetings, funding management, and contribute to tracking and preparation of documents to meet reporting requirements;

- Engagement with relevant stakeholders within the Department, the Doherty Institute, external organisations and stakeholders were appropriate;

- Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.
2. Selection Criteria

2.1 ESSENTIAL

- A completion of a degree without subsequent relevant work experience; or, completion of an advanced diploma qualification and at least 1 year’s subsequent relevant work experience
- Relevant experience in project coordination or management support of projects in the higher education sector or related fields;
- 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;
- Excellent organisational and administrative skills and the ability to work with a high level of attention to detail in relation planning and implementation of project activities;
- Excellent written communication skills, including preparation of minutes and assistance with summary reporting documents;
- Demonstrated ability to develop clear project plans and timelines, communicate effectively with stakeholders, and monitor project progress;
- 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

- International experience in program coordination or management

2.3 SPECIAL REQUIREMENTS

- Some flexibility in days and hours of work may be required.

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 in Australia and Germany. The use of initiative is expected, and the effective application of administrative and organisational skills is essential. The role requires flexibility, reliability, and independence in managing day-to-day work.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will operate within well-defined procedures. They will have the discretion to innovate within own function and take responsibility for outcomes; undertake planning involving resources use and reporting. The role requires analysis and interpretation of
differing situations and the incumbent will need to identify, search and select solutions through experience and the application of acquired knowledge. Judgement is required in prioritising workloads, working to tight timelines.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

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 role will be required to liaise with students and staff across all levels of the School, Faculty, and University community, as well as with our partners in Germany at Bonn University.

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/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 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 MICROBIOLOGICAL DIAGNOSTIC UNIT PUBLIC HEALTH LABORATORY**

The Microbiological Diagnostic Unit (MDU PHL) is a public health laboratory for the Department of Health, Victoria situated within the Department of Microbiology and Immunology at the University of Melbourne. The MDU has been established for over 100 years on External State Government funding.

The MDU PHL is concerned with provision of services for the laboratory diagnosis of diseases of public health importance, the application of typing methods, use of computer-based data collection systems for epidemiological purposes, and provision of expert opinion. In addition, the Unit undertakes the microbiological examination of foods and water for compliance with regulatory and voluntary codes and standards. MDU PHL is NATA accredited for Biological testing, including Forensic Operations, NATA/RCPA accredited for Medical testing and performs selected Veterinary testing.

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

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.

6.4 **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.

6.5 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 $628m 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.

6.6 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.

6.7 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.

6.8 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