Australian BioCommons
Faculty of Medicine, Dentistry and Health Sciences

**BioCloud Project Manager – Australian BioCommons**

**POSITION NO** 0062048

**CLASSIFICATION** UOM 8

**SALARY** $115,137 - $124,622 pa (pro rata for part-time)

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Full-time (1.0 FTE)

**BASIS OF EMPLOYMENT** Continuing

**OTHER BENEFITS** [https://about.unimelb.edu.au/careers/staff-benefits](https://about.unimelb.edu.au/careers/staff-benefits)

**HOW TO APPLY** Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](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 Steven Manos
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*Please do not send your application to this contact*
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Australian BioCommons is seeking an experienced individual to fulfil the position of Biocloud Project Manager. The BioCloud is a strategic activity within the Australian BioCommons, which will build and operate a set of integrated platforms and services for life sciences research.

You will work with the Biocloud team, the broader Australian BioCommons, and multiple partner organisations and research communities, including the University of Sydney, Queensland Cyber Infrastructure Foundation, Threatened Species Initiative, and the Zero Childhood Cancer Consortium. Central to your role is maintaining strong working relationships with these key stakeholders and working closely and collaboratively with delivery teams.

You will be responsible for managing project timelines, deliverables, budgets, and resources across multiple projects in the Biocloud portfolio. The position requires extensive project management skills and experience, with knowledge of genomics and bioinformatics highly regarded, but not essential.

You will get to work with a diverse set of technologists and technologies, relating to cloud computing, data warehousing, security, bioinformatics analysis, software development and access and identity management. You will be responsible for managing significant new and ongoing initiatives in the Biocloud such as data sharing platforms like the Australian Cardiovascular disease Data Commons Project, computation platforms like Seqera Netflow platform or Galaxy Australia, and other related projects and activities that support the Biocloud and the broader Australian BioCommons.

This is an excellent opportunity to manage a diverse set of projects that will have direct impact on the health of Australians and protecting and preserving our national flora and fauna.

We 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 our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability
1. **Key Responsibilities**

1.1 **TECHNICAL PROJECT MANAGEMENT**
   - Support the planning, implementation, and delivery of multiple projects / initiatives, including developing project plans, timelines, budgets and defining success criteria.
   - Monitor and evaluate project progress, budgets, scope and change control.
   - Apply suitable project management approaches to each project as appropriate – traditional, agile, or a hybrid approach.
   - Develop and maintain project documentation, including project plans, status and progress reports, and meeting minutes.
   - Identify potential risks and issues affecting each project and develop appropriate risk mitigation strategies in collaboration with project teams.
   - Manage and plan resource allocations across project teams.

1.2 **COLLABORATIVE LEADERSHIP**
   - Work collaboratively with cross-functional teams, including scientists, bioinformaticians, business analysts and software developers, to develop integrated delivery plans that enhance project value, delivery, and success.
   - Develop effective relationships, working with others across boundaries, building trust and decision-making capability.
   - Ensure that issues raised across the project team and partners are dealt with in a timely manner, and, where appropriate, escalated to senior management / governance groups for resolution.

1.3 **STAKEHOLDER MANAGEMENT & COMMUNICATION**
   - Maintain a stakeholder focus and perspective throughout the project life cycle, developing appropriate engagement strategies, and communicating effectively with all stakeholder groups throughout delivery.
   - Ensure project objectives and outcomes are clearly communicated and understood and underpin project delivery approaches.
   - Develop and provide project communications to a wide range of stakeholders, including progress reports to the relevant project funders, governance groups and other audiences as appropriate.
   - Exercise judgement in problem-solving within a complex project environment, adapting as needed in response to changes (internal and external) while balancing the interests of the various project stakeholders.
   - Observance of the 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**
   - Appropriate tertiary-level postgraduate qualifications or progress towards postgraduate qualifications in project management, and/or at least 5 years’ relevant project
management experience, with proven capacity to apply a range of the most appropriate project management tools to achieve determined goals.

- Significant experience with successfully managing multiple service delivery projects in parallel.
- Experience working with distributed teams and collaborators.
- Demonstrated ability to design, cost, and deliver projects on time and on budget.
- Ability to handle situations which require initiative, independent judgement, consultation with senior stakeholders, sensitivity and tact.
- Strong people and interpersonal management skills, including advanced facilitation and consultation skills.
- High level oral and written communication skills, including formal oral presentations and report and grant writing.
- Proven ability to engage with and develop strong relationships with diverse stakeholders.

2.2 DESIRABLE

- Strategic planning skills and experience.
- Familiarity with data analysis, tools and infrastructure needs of life science researchers.
- Biology / IT qualifications or experience.

2.3 OTHER JOB RELATED INFORMATION

- Occasional work out of ordinary hours, travel, etc.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position will be hosted at Melbourne Bioinformatics. It reports to the Associate Director, BioCloud, Australian BioCommons, based at the University of Melbourne. It requires liaising with and indirectly managing individuals and teams based at institutions around Australia.

Working under broad direction with a moderate degree of autonomy, the position will require strong leadership, judgement, and deft negotiation skills to achieve agreed project objectives and contractual obligations with project partners. The incumbent is expected to work towards specified tasks within set deadlines, in a collaborative manner, demonstrating a high level of initiative and motivation. The role will actively engage with other members of all related teams and seek guidance from the BioCommons leadership team where necessary.

3.2 PROBLEM SOLVING AND JUDGEMENT

An ability to achieve objectives across multiple projects whilst operating within a complex organisational structure.
Technical, intellectual agility and personal sensitivity and clear decision-making ability to respond positively and innovatively to achieve project milestones and deliverables

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This position requires a significant level of professional and sector knowledge and experience within Australia and/or abroad.

Possess a strong record of development of new ways of applying a specific body of knowledge, that may involve the integration of other specific bodies of knowledge into an existing project.

Demonstrated experience of professional project management cycles with successful implementation.

The ability to solve complex problems by applying judgement based on professional expertise and acquired knowledge.

The incumbent will be required to navigate a wide range of procedures, policies and synthesise technical, scientific information to identify specific solutions within various levels of complexity.

3.4 RESOURCE MANAGEMENT

The position is invested with delegated responsibility appropriate to the role, and will initiate human resources, financial and policy and procedural decisions in consultation with and oversight of the Human Genome Informatics Program Manager.

3.5 BREADTH OF THE POSITION

This position will interface with key individuals and organisations in research infrastructure within Australia and internationally. The incumbent is expected to develop strong personal links with practitioners of eResearch and Information Technology Services nationally and internationally.

Some interstate and international travel may be required.

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 ORGANISATION UNIT

https://www.biocommons.org.au/

The Australian BioCommons Project is a $20M+ NCRIS-funded research infrastructure program for life science research (2023-2028). It is the mission of BioCommons to:

• sustain strategic leadership in the provision and use of bioinformatics and bioscience data infrastructures at a national scale
• actively support life science research communities with community scale digital infrastructure developed and maintained in concert with international peer infrastructures
• Provide access to platforms and services that:
  • provide sophisticated analysis capabilities, including software and hardware platforms that underpin world class science
  • support digital asset stewardship and management, retention, integration and publication solutions as they evolve
  • enable researchers to observe best-practice data standards, management, interoperability and publication approaches as they evolve
  • provide enduring access to digital techniques, data and tools that are needed by world-class environmental, agricultural and biomedical research
  • provide training and support solutions that enable the rapid and broad-based adoption of the above.

6.2 BUDGET DIVISION

https://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.

6.3 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

6.4 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.

6.5 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