The Peter Doherty Institute for Infection and Immunity  
Faculty of Medicine, Dentistry and Health Sciences

Project Manager – HIV Cure

POSITION NO 0045911

CLASSIFICATION PSC 7

SALARY $88,171 - $95,444 p.a. (pro rata)

SUPERANNUATION Employer contribution of 9.5%

WORKING HOURS Part-time (0.6 FTE)

BASIS OF EMPLOYMENT Fixed term contract for 3 years

Fixed term contract type: Externally funded contract

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, select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.

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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
Position Summary

This is a research management role, providing a high level co-ordination and project management support for a range of HIV Cure activities, including clinical studies, laboratory based research projects, international collaborations, and community liaison. The Project Manager will be required to be highly organised, communicate effectively with a diverse group of individuals, and set priorities to assist in completion of HIV Cure activities. The Project Manager is required to demonstrate a high level of professionalism and initiative, and will work collaboratively within a team of researchers to support them to meet research objectives. The project Manager will promote group communication and interaction through organisation of teleconferences, distribution of relevant information through the group’s email lists, and co-ordination of meetings. The Project Manager will work closely with the Director, and report to the Research Manager of the Doherty Department.

1. Key Responsibilities

- Provide project coordination and administrative support for multiple HIV Cure studies and programs.
- Develop research proposals and budgets for major research grants from the NHMRC and international funders.
- Monitor and support the implementation of these plans.
- Establish and maintain project meeting schedules, organise and facilitate meetings, follow-up goals and implement action items.
- Preparation of meeting agendas
- Identification of key issues for discussion and review
- Recording of meeting minutes
- Tracking action items
- Dissemination of project information
- Act as point-of contact for all communications across HIV Cure research projects.
- Ensure compliance with reporting requirements, including the preparation of progress reports and monitoring of budgets for selected activities.
- Support in the preparation of grant applications and maintaining NHMRC RGMS profiles for researchers involved in the HIV Cure program.
- Maintain regular contact with external collaborators and key stakeholders as directed by the director.
- Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- Master's Degree or PhD, preferably in a biological discipline i.e. health sciences, biomedicine, or related fields.
Demonstrated expertise in managing complex research projects across multiple organisations, including management of research grants, financial and budget reporting.

Experience with, or demonstrated ability to prepare grant applications for both Australian and International funding bodies, including the National Institutes for Health.

Demonstrated ability to work independently and as part of a team.

Demonstrated problem solving skills with the ability to deliver creative solutions.

A high level of self-motivation and initiative in the organisation of group activities, workshops and conferences.

Demonstrated ability to develop clear activity plans and timelines, communicate effectively with stakeholders, and monitor activity progress.

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.

Proficiency in a range of computing applications including Microsoft Office suite, databases and web-based systems.

2.2 DESIRABLE

Experience in the coordination and management of clinical research projects.

Familiarity with reporting systems and processes of the University of Melbourne.

Familiarity with adjunct funding opportunities for early career researchers to support research capacity development.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Project Manager will work closely with the Director who will provide general direction. The manager will demonstrate initiative and responsibility for day-to-day tasks, with more detailed direction being given when required and requested. The position will require a high level of independence and management of complex relationships with partner organisations.

3.2 PROBLEM SOLVING AND JUDGEMENT

The appointee must be able to communicate effectively with other staff members and encourage a pleasant work environment. The appointee is expected to demonstrate initiative, judgement and problem solving ability with respect to management of research projects. The appointee will make independent judgements, based on experience, knowledge and expertise, to evaluate problems and provide solutions in the context of this project.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE
This role requires development of an extensive knowledge of the structure of Lewin laboratory and key stakeholders in HIV cure research. Familiarity with project management and team organisation is essential to the role. Knowledge of the systems and processes of the University of Melbourne is highly desirable.

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 RESOURCE MANAGEMENT

The incumbent will be responsible for using resources in line with Institute and University policies and procedures.

The appointee will be responsible for the development and monitoring of research budgets.

3.5 BREADTH OF THE POSITION

The position covers a wide range of tasks, routine and complex, relying on a broad understanding of the Institute’s mission, goals and structure and of the University policy and procedures relevant to this activity.

The position contributes to a range of activities that have a wide impact in the Doherty Institute, the university and in the public arena.

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

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.

6.2 **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.

6.3 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 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 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](http://www.unimelb.edu.au/governance)