



## POSITION DESCRIPTION

School of BioSciences  
Faculty of Science

# Project Manager – Contraceptive Development

<b>POSITION NO</b>	0064081
<b>CLASSIFICATION</b>	Academic Specialist – Level B
<b>SALARY</b>	\$119,231 to \$141,581 p.a. (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-Time
<b>BASIS OF EMPLOYMENT</b>	Fixed-Term 2 years <b>FLEXIBLE EMPLOYMENT</b> The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor Moira O'Bryan Email <a href="mailto:moira.obryan@unimelb.edu.au">moira.obryan@unimelb.edu.au</a> <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](http://about.unimelb.edu.au/careers)

## Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

## Position Summary

Effective family planning is one of the most cost-effective ways to reduce maternal, infant and child mortality and contributes to the empowerment of women and families, as well as the expansion of opportunities for economic development. While current contraceptive methods include exceptionally safe and effective options, not all methods are suitable for or acceptable to all women at all stages of their reproductive lives, and concerns about undesirable side effects remain a significant barrier to greater uptake and continued use of existing methods. As a result, women who desire to avoid pregnancy often find themselves without viable options that meet their needs. The Non-Hormonal Contraceptive (NHC) Network of the Bill & Melinda Gates Foundation has embraced the challenge to expand contraceptive options for the most vulnerable women in low-resource settings through development of new methods that better align with women's preferences. The Male Infertility and Germ Cell Biology (MIGCB) Laboratory at the University of Melbourne, under the direction of Professor Moira O'Bryan, is a key component of the NHC ecosystem. MIGCB research is focused on the identification, and validation of sperm-based contraceptive targets for use by women. We are now moving into the drug screening and testing phase of the pipeline. As such, there is a need to employ a Project Manager with well-developed expertise in drug development to oversee the MIGCB activity within the NHC ecosystem.

The position reports to Professor Moira O'Bryan, and based in the MIGC laboratory within the Bio21 Molecular Science and Biotechnology Institute at the University of Melbourne. The role requires a mix of high-level project management and drug development skills. It requires the ability to work independently and to co-ordinate the activities of multiple staff and students working of different elements of the program. Prior experience in the field of reproductive biology is not required.

We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people. To allow us to consider performance relative to opportunity, we invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.

### 1. Key Responsibilities

As with all positions, career achievements will be interpreted relative to opportunity, including career disruptions due to caring responsibilities, time in industry, illness etc.

The position description should be read alongside [Academic Career Benchmarks and Indicators](#). A level B academic is acquiring skills and building academic achievements (oriented towards the benchmarks).

- ▶ A key point of contact for projects related to non-hormonal contraceptive development including data curation and analysis, and reporting.
- ▶ Experimental design and execution related to the development of male gamete-based contraceptive strategies.

- ▶ Preparation and delivery of reports, publications and presentations related to project progress.
- ▶ Co-ordinate of staff and students working on the NHC projects to meet performance milestones.
- ▶ Provide day-to-day operational advice on financial matters while monitoring expenditure against budget for awarded projects.
- ▶ Track milestones and deliverables on all research projects as part of the University of Melbourne node of the Non-hormonal Contraceptive (NHC) Ecosystem.

## OTHER DUTIES

The appointee will be expected to:

- ▶ Perform other tasks as requested by the supervisor or the Head of School
- ▶ Actively participate in the University Professional Development Framework
- ▶ Ensure compliance with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) and other regulatory responsibilities.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ PhD in an area related to drug development.
- ▶ Experience in a drug development pipeline and associated quality control and reporting requirements.
- ▶ Outstanding experimental expertise as evidenced by traditional and/or non-traditional academic outputs.
- ▶ Demonstrable ability to work to strict timelines and deliverables.
- ▶ The ability to work well as a member of an inter-disciplinary team, as well as independently.
- ▶ Excellent interpersonal skills, including demonstrated experience in negotiating solutions to problems.
- ▶ Excellent written communication and verbal communication skills with proven ability to effectively analyse information and produce clear, succinct reports and documents, which requires interaction with others
- ▶ Planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines in a dynamic fashion
- ▶ A demonstrated awareness and ability to adhere to of the principles of confidentiality, privacy and information handling in accordance with the Privacy Act and University policies
- ▶ Relevant experience of research administration or a demonstrated capacity to manage the complexity of research administration.

### 2.2 DESIRABLE

- ▶ Experience in the pharmaceutical industry or equivalent.

- ▶ Familiarity with the processes underlying peer-review publications in journals i.e. formatting, referencing, letters to editors and addressing reviewer comments
- ▶ Willingness to work flexible hours when required i.e. working with international collaborators.
- ▶ International travel may be required.

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Project Manager will work under the broad direction of the Head of the Male Infertility and Germ Cell Biology laboratory, Professor Moira O'Bryan (who is also the Dean of the Faculty of Science), to deliver projects aimed at developing novel contraceptive strategies for use by women in low resource settings. In this instance, the strategy is to target sperm-specific proteins or processes. To achieve the agreed outcomes the incumbent will have a high level of both independence and teamwork and requires sound judgment in carrying out responsibilities. The incumbent will be expected to manage staff and students working on multiple aspects of the project and to maintain strong communication and collaborations with other members of the NHC Network. They will undertake and direct experimental research.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Project Manager is expected to exercise independent judgement and discretion in prioritising and focusing their work to ensure positive outcomes. The incumbent will work cohesively and collaboratively with diverse stakeholders and research collaborators within the University of Melbourne and other key collaborators both within and external to the NHC network.

The incumbent will have proven expertise in the drug development pipeline including assay development, drug screening and reporting. They will have a high attention to detail and quality control.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The position will be required to develop a sound knowledge of the Bill and Melinda Gates Foundation NHC strategy. It is essential that the incumbent can understand and translate complex technical information for stakeholders to build awareness of the breadth of expertise related to the relevant groups' research endeavours. It is anticipated that the appointee will be involved in NHC on-line and in-person meetings.

In this role, the incumbent will work with the Office of the Dean to ensure sufficient time to manage all obligations.

### ***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:

<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 SCHOOL OF BIOSCIENCES**

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

This position presents an opportunity to join The University of Melbourne's School of BioSciences. BioSciences houses 60 continuing academic staff, and more than 150 academic staff overall (including postdocs, and other research contingent staff) all working on the world's top biological challenges – from climate change, biosecurity and pollution to reproductive health and food production. Collectively members of our School lead more than 240 research projects in the general areas of ecology, evolution, zoology, marine biology, genetics, plant science, genomics, biosecurity, biological pollution, reproductive biology and data science.

The School of BioSciences was formed in 2015 through the amalgamation of the School of Botany and the Departments of Genetics and Zoology thus bringing together a critical mass of 160 Academic staff and 240 Research Higher Degree students undertaking world class teaching and research in the biological sciences. Academics within the School are aligned to 2 research domains - Ecology & Evolutionary Biology and Molecular and Systems Biology. Through cross-disciplinary collaborations within the School and with external partners the School is a major recipient of grant and contract funding.

The School is a major contributor to the Bachelor of Science, Bachelor of Biomedical Science and the Environmental Science programs, its teaching program reflecting the research interests within the School.

## 6.2 FACULTY OF SCIENCE

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

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University's campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Oceania Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

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