

# POSITION DESCRIPTION



Research, Innovation and Commercialisation  
Chief Operating Officer Portfolio

## Major Bids Coordinator

<b>POSITION NUMBER</b>	0063034
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 7 - \$106,432 - \$115,211 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Katarina Tomka Tel +61 413 666 761 Email <a href="mailto:Katarina.tomka@unimelb.edu.au">Katarina.tomka@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 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.

## **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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

### **RESEARCH, INNOVATION AND COMMERCIALISATION**

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

RIC is a specialist team dedicated to enabling the University's research and enterprise mission working closely with our researchers, professional colleagues, industry partners, funding bodies and government agencies. We have a passion to see our researchers and their collaboration partners succeed, achieve research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all Academic Divisions and Chancellery. At a high level our capabilities include:

- Strategic relationship development with Industry partners, including Innovation Precincts
- Business development, research marketing and communications, intellectual property management and technology transfer mechanisms in partnership with the investment community
- Proposal funding submission and post-award support including contracts and research accounting from a wide range of funders. Specialized services for larger schemes such as MRFF, ARC and NHMRC Centres, ITRPs and CRCs and international programs.
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Training and development programs for academic and professional staff

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised, and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers' success, the personal development of our team members and ensuring RIC is a great place to work at the University.

### **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 based on 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.

## **ABOUT THE ROLE**

### **Position Purpose:**

The Major Bids Coordinator is a member of the Innovation and Enterprise (I&E) portfolio of RIC. I&E supports the successful delivery of large, complex grant schemes and major funding opportunities (both non-competitive and competitive), as well as interdisciplinary translational research and enterprise initiatives involving multiple parties, including industry partners, granting bodies, advocacy groups and government. Current focus areas include major grant schemes such as the Medical Research Future Fund (MRFF), Cooperative Research Centre (CRC), Industrial Transformation Research Program (ITRP) and Centre of Excellence (CoE) schemes, as well as the newly established Breakthrough Victoria Fund and other major initiatives, precinct development (and subsequent innovation precinct developments); the identification, establishment, growth and management of major whole-of-University strategic partnerships; and economic impact directed initiatives pursued jointly with government. I&E is also looking after the industry funding and business development for the university.

Major Bids & Missions team is supporting identification, conceptualisation, qualification and development of the major strategic initiatives and large-scale funding proposals across all university areas. The team deploys a dedicated approach to major bids development, provides strategic guidance and support, facilitates specialised expertise to the major funding opportunities and also supports proactive development of large-scale funding opportunities.

Reporting to Manager, Major Bids & Missions and working collaboratively with broader I&E team and major university stakeholders, this role will be responsible for leading the coordination of the following activities:

1. Working collaboratively with dedicated project teams, support, and contribute to development of high-quality business cases and proposals (competitive and non-competitive) to secure funding for complex, high impact and mission-oriented initiatives,
2. Supporting the development of pro-active funding strategies and implementation to new initiatives, early concept projects developed through major bid development programs (including Innovation by Design) and opportunities aligned with university strategic objectives, in collaboration with business units including Business Development and Major Funding teams.
3. In collaboration with partnership and business development teams, support development of partnerships, industry and stakeholder engagement and proposals to secure major investment opportunities and enhance industry and/or government partnerships and co-investment, and/or the formation of collaborative networks or consortia for major bids.
4. Facilitate access to the expert advice and support within I&E, RIC, and the broader university such as Legal, Research Ethics, Tenders, Major Funding, Faculties, Chancellery and others as directed by I&E leadership.
5. Support development of dedicated tools, resources, and processes for major bids, including providing advice and individual training to build capability across the I&E team.
6. Identification and analysis of market opportunities and areas of competitive advantage aligned to major global needs and large funding opportunities. Support development and cultivation of the major bids pipeline.
7. Support development of reports and provide administrative support for Major Opportunities meetings and Major Opportunities Advisory Group and communication and facilitation of internal approvals for qualified opportunities.
8. Other activities as directed by the Manager, Major Bids & Missions, and I&E leadership.

Reporting line: \*

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: none

#### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Moderate

Judgement: Significant

Operational context: University-wide

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

#### **Core Accountabilities:**

- Lead coordination of dedicated project teams (bid teams) in pursuit of major opportunities
- Development of pro-active integrated funding strategies for early concept projects
- Coordination of Major Opportunities meetings and MOAG reporting responsibilities
- Support development of high-quality business cases and proposals (competitive and non-competitive) to secure funding for complex, high impact and mission-oriented initiatives.
- Support development of major bids tools, resources and processes that enable collaborative, effective and functional bid teams

#### **Selection Criteria:**

##### Education/Qualifications

- The appointee will have relevant post-graduate qualifications and relevant industry/business development and/or project management experience within a complex organisation (higher education sector desirable), or an equivalent combination of relevant experience and education/training as per the current Enterprise Agreement classifications.

##### Knowledge and skills:

- Strong ability to conceptualise and describe multidisciplinary opportunities to stakeholders, including researchers and potential partners, and to identify compelling value propositions that draw on multiple disciplines and technologies.
- Demonstrated experience in coordinating and supporting of cross-organisational project-focused teams, ideally in a research-based organisation, and in engaging and managing a complex range of external and internal stakeholders towards a common outcome.
- Experience in supporting the development and drafting of major funding strategies, applications/bids, business cases or submissions, resulting in major funding being successfully secured for large scale initiatives.
- Experience in the coordination and/or facilitation of workshops for project scoping and planning.
- Demonstrated high level of organisational capability and problem-solving skills, including the ability to establish and maintain effective systems, procedures and processes and manage competing demands and deadlines without compromising quality.

- Experience with supporting of reporting and provision of administrative support to working groups or project teams.

**Other job-related information:**

This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

A flexible approach to working hours is necessary, as this role may require some work outside of hours during peak periods and in response to internal and external deadlines.