



## POSITION DESCRIPTION

### Australian BioCommons

Faculty of Medicine, Dentistry and Health Sciences

## BioCloud Training and Communications Officer

<b>POSITION NO</b>	0062772
<b>CLASSIFICATION</b>	UOM 6
<b>SALARY</b>	\$96,459 - \$104,413 (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Christina Hall <a href="mailto:crhall@unimelb.edu.au">crhall@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.

## ***Position Summary***

The Australian BioCommons is seeking a suitably qualified and experienced individual to fill the position of Training and Communications Officer. This role is central to the organisation, administration and delivery of a comprehensive national program of bioinformatics training events. The role will specifically focus on supporting the BioCloud Division's activities, which include the [Australian BioCommons Nextflow Seqera platform project](#) and the [Australian BioCommons Leadership Share \(ABLeS\)](#).

The successful applicant will be required to proactively establish and maintain strong relationships with staff at Australian BioCommons and partner organisations through active participation in, and facilitation of training activities, including keeping abreast of stakeholder needs. A high degree of collaboration and professionalism is required to represent the Australian BioCommons in these situations.

The role will be responsible for expanding the BioCommons training and communication activities to support BioCloud services and projects. The creation of new opportunities for training will include the collaborative production of new technical documentation, and the management of training events led by subject matter experts. Essential to the role will be optimising the web presence of BioCloud activities and contributing to effective communication across a range of channels to increase the reach of Australian BioCommons training and services.

The position is based at the University of Melbourne and is funded through the University of Melbourne and National Collaborative Research Infrastructure Strategy (NCRIS) resourcing via Bioplatforms Australia.

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 ORGANISATION AND DELIVERY**

- ▶ Produce new training materials for bioinformatics platforms in collaboration with technical experts and other subject matter experts (including webinars, workshops and documentation and instructional videos)
- ▶ Identify new training opportunities, including anticipating the need for, and assessing the suitability of new training activities.
- ▶ Work with the BioCloud Technical Lead to produce technical documentation for BioCloud activities and services.
- ▶ Assist in the expansion of the Australian BioCommons' training and communications strategies to encompass new BioCloud activities.

### **1.2 STAKEHOLDER MANAGEMENT**

- ▶ Develop and leverage relationships with external stakeholders to bring experts and training opportunities to our region (eg Seqera and Gen3 platforms).
- ▶ Liaise with the BioCloud team and external platform providers (eg Galaxy Australia, Seqera) to define and implement infrastructure resources need for training.
- ▶ Proactively maintain strong relationships with staff in the Australian BioCommons Hub and Australian BioCommons affiliated organisations, to keep actively abreast of stakeholder needs.
- ▶ Liaise with a network of specialist trainers and facilitators to help ensure training materials contain the appropriate level of academic and technical rigour, are fit-for-purpose and that appropriate systems and venues are utilised for all events.

### **1.3 COMMUNICATIONS**

- ▶ Curate and maintain the web presences of the BioCloud platforms in collaboration with the BioCloud team.
- ▶ Contribute to the communications tasks involved in the promotion, delivery and evaluation of services.
- ▶ Review and contribute to BioCloud presentations and publications.
- ▶ Generate content for various channels including online, newsletter and LinkedIn.

### **1.4 OTHER**

- ▶ Assist in the administration of the Australian BioCommons events and activities required.
- ▶ Support the Training Manager and Science Communications Officer to realise the Australian BioCommons Training and Communications Plans.

- ▶ As part of the Australian BioCommons Team, ensure alignment with the current strategic and future activities of the program.
- ▶ Other duties consistent with the position where required and/or requested by the Associate Director – Training and Communication, Australian BioCommons.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ Tertiary qualification in life sciences, computational biology or computer science.
- ▶ Knowledge of the life science research environment with experience in the use of computational methods (Nextflow experience is highly desirable).
- ▶ Experience in using and/or writing technical documentation.
- ▶ Demonstrated knowledge of strategies and methodologies used to upskill life science researchers.
- ▶ Capacity to identify and capitalize on new opportunities to deliver training in collaboration with external providers and local communities.
- ▶ Demonstrated ability to communicate effectively with scientists and the broader research community and to understand their needs.
- ▶ Experience in communicating technical and scientific concepts via a variety of formats.
- ▶ Ability to work collaboratively and manage competing priorities.
- ▶ Excellent interpersonal, oral and written communication skills.
- ▶ Demonstrated ability to work independently and as part of a team.
- ▶ High level of initiative, judgement and problem solving skills.

### **2.2 OTHER JOB RELATED INFORMATION**

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

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

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

This role works under the supervision of the Associate Director – Training and Communications. The position is expected to be a self-starter and possess excellent organizational skills and the ability to balance priorities and competing demands in a complex, fast-paced, dynamic environment.

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

This role is required to problem solve daily, managing priority tasks and asserting judgement in relation to the escalation of issues arising that could affect the BioCommons' brand and reputation.

The successful candidate will be required to anticipate and resolve issues and exercise sound judgement in developing communication activities, working with team members and colleagues, including senior staff.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The role requires the ability to work positively as a team within a fast-paced environment. The successful candidate requires sound knowledge and understanding of communication principles and practices. With experience in communications, or similar, the successful candidate will fully appreciate the strategy underpinning agreed communication plans and be able to contribute to the delivery of plans confidently and competently to deliver anticipated outcomes.

### 3.4 RESOURCE MANAGEMENT

This position is not required to manage any staff members.

### 3.5 BREADTH OF THE POSITION

This position interacts with senior professional and academic staff from across a diverse and dispersed team at multiple universities and other internal and external key stakeholders. The successful candidate will require excellent interpersonal skills including the ability to engender positive collaborations and engagements across a range of communication mediums.

## 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 AUSTRALIAN BIOCOMMONS

The Australian BioCommons is an NCRIS-funded research infrastructure entity for life science research and its missions are 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; and
- ▶ 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 environmental, agricultural and biomedical research.
- ▶ Provide training and support solutions that enable the rapid and broad-based adoption of the above.

Go to [www.biocommons.org.au](http://www.biocommons.org.au) for more information.

### 6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

<http://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 \$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>