



POSITION DESCRIPTION

Melbourne Bioinformatics

Faculty of Medicine, Dentistry and Health Sciences

Senior Bioinformatician – Bioinformatics Training

POSITION NO	0062191
CLASSIFICATION	Level C-Academic Specialist
SALARY	\$140,433 - \$161,926 p.a (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-Time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
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.
CONTACT FOR ENQUIRIES ONLY	Huiting Wang Email huiting.wang@unimelb.edu.au <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

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

Melbourne Bioinformatics operates at the Parkville Campus of The University of Melbourne and supports researchers who recognise that life science research is fast becoming a data science. Our experts assist with research design and grant applications, advise on computing options, engage in deep research collaborations, develop bioinformatics algorithms and software, create and deliver both online and hands-on bioinformatics training, and deliver the MSc (Bioinformatics) course, as well as supervising PhD and Masters research projects.

Delivery of a strong, relevant and responsive training program is a key role of Melbourne Bioinformatics as we focus on working with and empowering life scientists from within The University of Melbourne and across the Parkville Precinct.

Melbourne Bioinformatics collaborates on a range of national and international platform development and digital research infrastructure projects and closely works with the Australian BioCommons, a NCRIS-funded digital research infrastructure program for life science research.

The available position has been designed to be attractive to a current bioinformatician who is technically proficient and passionate about directing their career to training and education in bioinformatics.

The preferred candidate will be responsible for delivering the training and skills development goals for the organisation. In meeting these objectives, the incumbent will work in close consultation with the Academic Lead and will liaise with expert bioinformaticians within Melbourne Bioinformatics and across our Parkville, national and international networks.

Ideally, they will have formal bioinformatics qualifications, or a proven track record in this discipline, and can demonstrate excellent qualities in the areas of communication, collaboration and organisation.

Date Created: 04/07/2024

1. Key Responsibilities

1.1 RESEARCH TRAINING – ADVANCEMENT OF BIOINFORMATICS

- ▶ Lead the development and provision of local bioinformatics training content, including in-person workshops and stand-alone online content.
- ▶ Identify high-quality training content from external sources that should be linked to our local training repository.
- ▶ Oversee the organisation of our local training repository.
- ▶ Develop new training materials in accordance with community needs, as determined through consultation with our local users and the national training network.
- ▶ Collaborate with local, national, and international domain experts to facilitate their contribution to new training content in accordance with community needs.
- ▶ Design, orchestrate and contribute to our local in person training program
- ▶ Establish systems to record the use of Melbourne Bioinformatics training content for reporting purposes.

1.2 KNOWLEDGE TRANSFER

- ▶ Contribute to publishing training materials in the peer-reviewed scientific literature.
- ▶ Identify sources of funding to support individual or collaborative projects relating to the provision of bioinformatics training.
- ▶ Communicate the availability of our training resources through the appropriate channels at local and national levels.

1.3 LEADERSHIP & SERVICE

- ▶ Oversee the ongoing building of a high-quality training offering for the Parkville life science community.
- ▶ Attract sponsorship and funding for training programs where appropriate.
- ▶ As a member of the Senior Management team, contribute to planning and development of service offerings for Melbourne Bioinformatics.
- ▶ Represent Melbourne Bioinformatics on relevant committees and working groups.
- ▶ Organise contributions by in-house and community experts to deliver training and education.
- ▶ Work with the Melbourne Bioinformatics Operations Committee and local and national networks to prioritise the development of new training material and leverage existing high-quality content.
- ▶ Report writing in relation to Melbourne Bioinformatics' training program as required.
- ▶ Contribute positively to the smooth operation of the work of Melbourne Bioinformatics.
- ▶ Undertake other duties commensurate with the position as directed by the Supervisor.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.4 SKILLS DEVELOPMENT & TRAINING

- ▶ Develop capability within the training team to ensure a professional level of program management and delivery to ensure we continue to grow content of a high calibre.
- ▶ Work directly with bioinformatics experts across international and national networks to deliver high-quality and timely training.

1.5 REPORTING LINES (REFER ATTACHED ORGANISATIONAL CHART)

- ▶ The role reports to the Academic Lead, Melbourne Bioinformatics, who reports to the Deputy Dean, Faculty of MDHS
- ▶ The role is responsible for the training leadership of Melbourne Bioinformatics, working closely with the Academic Lead.
- ▶ The role has no direct reports at present.

2. *Special Requirements*

- ▶ Occasional work after hours (i.e. outside of 8.30 – 5.30 Monday – Friday) may be required for events and national and international conferences and calls.
- ▶ Occasional work at conferences at local, interstate, and overseas locations may be required.
- ▶ Ability to obtain relevant valid international travel documents.
- ▶ Working with Children Check required

3. *Selection Criteria*

3.1 ESSENTIAL

- ▶ A PhD or equivalent experience or over 2 years working in bioinformatics or a closely related field.
- ▶ A passion for transferring knowledge and training and the ability to apply highly technical skills and content within a training environment.
- ▶ Assess effectiveness of existing and new training courses and make modifications to course content.
- ▶ Demonstrated knowledge of current tools, standards, and methods in bioinformatics.
- ▶ Demonstrated ability to work independently and collaboratively in a team to ensure successful project outcomes.
- ▶ Excellent organisational and leadership skills.
- ▶ Excellent written and oral communication skills.

3.2 DESIRABLE

- ▶ Demonstrated experience in training, tutoring, demonstrating, or teaching.
- ▶ Highly developed skills in data development, data preparation, applied data analysis and data visualisation relevant to large-scale datasets.

- ▶ Proven experience with programming languages, such Python and R, and with the use of statistical software packages.
- ▶ Ability to demonstrate experience with git/github revision control.
- ▶ Experience with website administration.
- ▶ Evidence of the ability to publish in academic journals.
- ▶ Evidence of the ability to develop reports and presentations for different levels of audience.

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/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 MELBOURNE BIOINFORMATICS

<https://mdhs.unimelb.edu.au/melbournebioinformatics>

Melbourne Bioinformatics is hosted at the University of Melbourne within the Faculty of Medicine, Dentistry & Health Sciences in Parkville. Experts in software development and bioinformatics support researchers who recognise that life science research is fast becoming a data science helping them with research design and grant applications, advising on computing options, engaging in deep research collaborations, developing bioinformatics algorithms and software, creating and delivering both online and hands-on bioinformatics training, and running the MSc (Bioinformatics) course, as well as supervising PhD students.

Melbourne Bioinformatics is close works with the Australian BioCommons, a NCRIS-funded research infrastructure program for life science research.

Melbourne Bioinformatics is located in the heart of Australia's biomedical and biotechnology precinct offers to:

- ▶ solve academic and industrial bioinformatics, computational biology and bio-engineering problems
- ▶ speed up research through direct access to high-end computing systems, software and computational biology experts in one centre.
- ▶ skill-up teams in new computational biology techniques and tools through a comprehensive training program
- ▶ give further advice regarding data handling and management and system administration.
- ▶ collaborate on any outreach programs aimed at building the life sciences computation community in Australia.

Since its establishment in 2009, Melbourne Bioinformatics (ex-VLSCI) has enhanced Victoria's international standing in life sciences by positioning researchers at the cutting edge of this growing discipline, nurturing future leaders in these fields and creating a magnet to attract industry to Victoria. The benefits for the broader Victorian community are coming from the generation of new knowledge which is leading to improved medical and health outcomes, better food and agriculture and novel developments in engineering.

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>