



## POSITION DESCRIPTION

The Cumming Global Centre for Pandemic Therapeutics  
The Peter Doherty Institute for Infection and Immunity  
Faculty of Medicine, Dentistry and Health Sciences



### Project Manager

<b>POSITION NO</b>	0063079
<b>CLASSIFICATION</b>	UOM 7
<b>SALARY</b>	\$106,432 - \$115,211 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing (Research Contingent)
<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>	Marian Boreland Email <a href="mailto:marian.boreland@unimelb.edu.au">marian.boreland@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***

Based within the Secretariat of the Cumming Global Centre for Pandemic Therapeutics in the Peter Doherty Institute for Infection and Immunity (Doherty Institute), the Project Manager will be responsible for the day-to-day management of the Centre's agreements and activities with the State Government of Victoria, and to develop, implement and support key initiatives of the Centre.

The role works in collaboration with internal and external stakeholders. It responds to opportunities aligned with the mission, vision and goals of the Cumming Global Centre. The Project Manager reports to a senior leader of the Cumming Global Centre which is based within a vibrant and professional team at the Doherty Institute.

The Project Manager provides strategic support to other initiatives within the Cumming Global Centre as indicated by senior leaders of the Institute.

The role provides project coordination, external engagement, and administrative services to the Institute's scientific leadership. The Project Manager is responsible for promotion of the Centre activities in an integrated and collaborative manner across the Institute in this area through the development of a strategic plan, platform operating models and managing the implementation of activities.

### ***1. Key Responsibilities***

- ▶ Provide project management to the Institute's key initiatives, as outlined within our Strategy Plan ([https://www.doherty.edu.au/uploads/content\\_doc/RFQ06084-PDI-StrategicPlan\\_A4\\_v7.pdf](https://www.doherty.edu.au/uploads/content_doc/RFQ06084-PDI-StrategicPlan_A4_v7.pdf)), including
  - Develop strategic objectives
  - Create and execute an activity action plan
  - Identify opportunities and provide business development support for new initiatives
  - Develop a community of practice across key subject matter

- Contribute to the measurement of impact of activities.
- Management of internal grant schemes
- ▶ Work collaboratively with internal and external stakeholders, to foster communication, build relationships and progress each activity.
- ▶ Assist with identification of opportunities for co-funding and/or engagement activities to further development of activities.
- ▶ Maintain financial, activity records and compliance reporting to partners and external parties, and contribute to the preparation and dissemination of reports to relevant parties.
- ▶ Comply with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

### 1.1 SPECIAL REQUIREMENTS

- ▶ Some flexibility in hours and days of work may be required to provide support for workshops and functions.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Tertiary qualification, preferably in Public Health or Biomedical Research, or relevant professional experience.
- ▶ Demonstrated expertise in managing complex projects with multiple stakeholders, including management of grants or contracts, financial and budget reporting.
- ▶ Excellent organisational skills, with a high level of attention to detail in relation to preparation of documentation, compliance and reporting requirements.
- ▶ 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 project plans and timelines, communicate effectively with stakeholders, and monitor project 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 demonstrated flexibility of approach to achieve objectives.

### 2.2 DESIRABLE

- ▶ Familiarity with reporting systems and processes of the University of Melbourne.
- ▶ Experience in the management of activities related to overseas development assistance.
- ▶ Experience in launching, administering and managing grant programs.

## 2.3 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.

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Project Manager will report directly to a senior leader of the Institute who will provide broad direction. A high level of independence is required in liaison with a diverse group of stakeholders, with provision of support on request.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have the discretion to innovate within own function and take responsibility for outcomes. Initiative in organisation, planning and problem solving are required in the assigned tasks, within a supportive environment.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This role requires development of an extensive knowledge of the structure of the Doherty Institute. 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 role includes responsibility for distribution of allocated funds to the institutions that make up the consortium, together with local expenses, within pre-agreed constraints.

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

[doherty.edu.au](https://doherty.edu.au)

Finding solutions to prevent, treat and cure infectious diseases and understanding the complexities of microbes and the immune system requires innovative approaches and concentrated effort. This is why The University of Melbourne – a world leader in

education, teaching and research excellence – and The Royal Melbourne Hospital – an internationally renowned institution providing outstanding care, research and learning – have partnered to create the Peter Doherty Institute for Infection and Immunity (Doherty Institute); a centre of excellence where leading scientists and clinicians collaborate to improve human health globally.

## 6.2 THE CUMMING GLOBAL CENTRE FOR PANDEMIC THERAPEUTICS (CGCPT)

[doherty.edu.au/cumming-global-centre-for-pandemic-therapeutics](http://doherty.edu.au/cumming-global-centre-for-pandemic-therapeutics)

The Cumming Global Centre for Pandemic Therapeutics (CGCPT) is a mission-driven, globally connected research program that will enable rapid design and development of treatments for pathogens of pandemic potential. The Centre will be the world's preeminent facility in developing molecular platforms to help fight future pandemics. The Centre goals are ambitious—to advance the science behind therapeutics that directly target the pathogen, to transform future pandemic management and to save lives.

## 6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](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 \$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.

## 6.4 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>.

## 6.5 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.

## 6.6 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>