



## POSITION DESCRIPTION

Faculty of Medicine Dentistry and Health Science  
Australian BioCommons

### Project Coordinator

<b>POSITION NO</b>	0063778
<b>CLASSIFICATION</b>	UOM 7
<b>SALARY</b>	\$106,432 - \$115,211 (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	1.0 FTE
<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>	Jess Holliday <a href="mailto:j.holliday@unimelb.edu.au">j.holliday@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***

[Australian BioCommons](#) (BioCommons) is seeking an experienced and motivated individual to fill the position of Project Coordinator. This critical role supports the HGI team and broader BioCommons operations by providing comprehensive coordination and management support across a diverse range of projects.

The Human Genome Informatics ([HGI](#)) division is a central focus of the BioCommons, dedicated to establishing national-scale infrastructure for the warehousing, sharing, and analysis of human genome and multi-omics data. This initiative is aligned with global best practices, ensuring that Australia remains at the forefront of human omics research and innovation. The GUARDIANS program, a major four-year investment within HGI, unites Medical Research Institutes, infrastructure providers, and research communities to build the foundations of Australia's human omics research infrastructure.

As Project Coordinator, you will play a pivotal role in supporting the establishment and successful delivery of projects within the HGI portfolio. This includes providing essential financial, legal, and project coordination efforts, as well as developing and tracking project timelines, deliverables, and budgets. Additionally, you will assist in organising meetings, workshops, and events, and facilitating community engagement activities among the diverse network of stakeholders involved in these initiatives.

While the primary focus of this role is within the HGI division, you will also contribute to broader operational functions across BioCommons. The role is co-managed by the HGI Program Manager and the BioCommons Operations Manager and is based at The University of Melbourne, funded by NCRIS through Bioplatforms Australia. This position is an opportunity to play a key role in shaping the future of human genomics research infrastructure in Australia.

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

- ▶ Collaborate in the planning, execution, and monitoring of projects within the HGI team and broader BioCommons operations.

- ▶ Assist the HGI Program Manager and Project Managers in tracking project budgets, processing invoices, managing expense reports, and reporting financials to project leads and sponsors as needed.
- ▶ Support the implementation of project management and operational processes, while proactively identifying opportunities for process improvements.
- ▶ Coordinate with HR, finance, legal, and other relevant functions to ensure seamless project execution.
- ▶ Provide administrative support to projects, including scheduling meetings and workshops, managing event logistics, and assisting with resource procurement.
- ▶ Facilitate community engagement activities, including assisting with organising and promoting events as required.
- ▶ Build and maintain strong working relationships with stakeholders to ensure successful project and program implementation.
- ▶ Assist in maintaining accurate records and ensuring compliance with reporting requirements, including the preparation and distribution of various reports to relevant stakeholders.
- ▶ Support the HGI Associate Director, Program Manager, and the broader team to ensure effective coordination and delivery of projects.
- ▶ Perform additional tasks and duties as assigned by the supervisor and senior management.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ Minimum of 5 years' experience in project coordination or administration within a research or academic environment.
- ▶ Excellent organisation and time-management skills, with a demonstrated ability to effectively plan, prioritise, and execute activities within a complex environment.
- ▶ Excellent written communication skills, including preparation of project financial and status reports.
- ▶ Strong interpersonal and verbal communication skills with the ability to foster and maintain effective relationships with a range of stakeholders across all levels of the organisation.
- ▶ Demonstrated ability to support the planning, tracking, and reporting of project plans, milestones, and budgets.
- ▶ Demonstrated ability to manage multiple competing tasks and priorities in a fast-paced environment.

### **2.2 DESIRABLE**

- ▶ Experience in administration or project coordination in genomics or bioinformatics.

### **2.3 OTHER JOB RELATED INFORMATION**

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Some interstate travel and occasional work out of ordinary hours may be required.

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

**-- PROFESSIONAL STAFF ONLY --**

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

The Project Coordinator will work under broad direction within the context of a supportive group environment and will be co-managed by the HGI Program Manager (HGI) and the BioCommons Operations Manager. The role will be expected to contribute to the development and implementation of strategy and procedures within the framework defined by the Operations Division.

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

The Project Coordinator is expected to problem solve through exercising a high level of initiative and judgement and will work autonomously on a number of tasks. There is also an expectation that the incumbent will promote collaborations within the team and demonstrate excellent teamwork across the BioCommons.

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

The Project Coordinator will have sound knowledge of and experience with university policies and procedures, along with an understanding of the project culture and organisational structure. The position requires the ability to liaise effectively with diverse stakeholders.

#### **3.4 RESOURCE MANAGEMENT**

The Project Coordinator is tasked with efficiently managing project resources, including budget, personnel, and technology, to ensure project delivery with time and budget constraints. This involves forecasting resource needs, monitoring expenditure, and supporting the optimisation of available resources to meet project objectives. The role will work closely with internal teams to manage competing priorities, and adjust allocations as project demands evolve. Additionally, the role includes maintaining accurate records, preparing reports on resource utilisation, and contributing to the development of strategies to enhance resource efficiency and sustainability within the BioCommons.

#### **3.5 BREADTH OF THE POSITION**

The Project Coordinator role encompasses a broad range of responsibilities that span multiple aspects of project coordination, operational support, and financial management. The role is involved in all phases of project lifecycles, from initiation and planning to execution, monitoring, and closure, requiring an understanding of both technical and administrative functions. The role demands interaction with a diverse range of stakeholders, including technical teams and senior management. This breadth requires a strong skill set, including organisation, initiative, communication, problem-solving, and the ability to navigate challenges as they arise.

### **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 digital techniques, data and tools that are needed by world-class environmental, agricultural and biomedical research.
  - ▶ provide training and support solutions that enable the rapid and broad-based adoption of the above.

## 6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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>.