

# POSITION DESCRIPTION



**Melbourne Medical School**  
Faculty of Medicine, Dentistry and Health Sciences

## Research Support Coordinator

<b>POSITION NO</b>	0061171
<b>CLASSIFICATION</b>	UOM 6
<b>SALARY</b>	\$96,459 - \$104,413 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed Term for 12 months
<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>	Dr David Lane Email <a href="mailto:david.lane@unimelb.edu.au">david.lane@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, Fisherman's 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 Research Support Coordinator is responsible for supporting the promotion and delivery of research and research training support initiatives in the Melbourne Medical School (MMS). Working as part of a small team of professional and academic staff and reporting to the Research Manager, the incumbent will support the development, promotion and delivery of events, internal grant schemes and effective research-related communications. They will also provide secretariat support to the Research Director and the School's Research and Research Training Committee.

Under broad direction of the School Manager, the incumbent will also support the promotion and delivery of strategic projects and events for the School and will provide secretariat support to School-level committees.

The incumbent will be required to work with a broad range of stakeholders in a dynamic environment and as such excellent organisational, interpersonal and written communication skills are essential.

The position reports to the Research Manager, Melbourne Medical School, and works closely with the Research Director, School Manager and other members of the MMS professional staff team. The position is based at the University's Parkville campus with flexible working arrangements available and negotiable.

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

- ▶ Coordinate the promotion of research and research training activities, opportunities and achievements across the School. This includes drafting and maintaining website content and drafting e-newsletters.
- ▶ Under the broad direction of the Research Manager, plan, coordinate and deliver research and research training seminars, symposia, workshops and other initiatives

which support research quality and output for staff and graduate research students in the School.

- ▶ Facilitate access for the School to existing research support opportunities across the Faculty and University.
- ▶ Provide secretariat duties for the School's Research and Research Training Committee and other School-level meetings, such as School Executive Committee and MMS Management Team meetings.
- ▶ Provide executive support to the Director of Research for activities related to the School's research portfolio.
- ▶ Coordinate other strategic School-level activities commensurate with position level as directed by Research Manager and/or School Manager.

### 1.1 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.
- ▶ Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
  - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
  - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

## 2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#).

### 2.1 ESSENTIAL

- ▶ A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
- ▶ Well-developed time management skills, administrative, planning and organisational skills, with the capacity to determine priorities, meet deadlines, and effectively balance competing demands, and an ability to work effectively under pressure.
- ▶ Excellent communication and interpersonal skills, with the capacity and confidence to build effective connections with a diverse range of stakeholders, as well as the ability to produce clear and effective written communications.
- ▶ Demonstrated capacity to exercise sound judgment, initiative, diplomacy, tact and discretion, and proven ability to handle sensitive information in a confidential and appropriate manner.

- ▶ Demonstrated high level problem-solving skills and proven capability in continuous improvement.
- ▶ Demonstrated capacity to work both independently and as part of a team exhibiting versatility, flexibility, enthusiasm and high levels of self-motivation.
- ▶ Demonstrated experience in providing secretariat support for meetings, including maintaining membership lists, preparing and distributing agenda papers, minute taking, following up on action items and collating and organising meeting papers.
- ▶ Well-developed computer skills and competency in a range of software packages including the Microsoft office suite, with demonstrated accuracy in data entry and attention to detail and an interest in learning and developing new approaches to working with new technologies and applications.

## 2.2 DESIRABLE

- ▶ An understanding of the health sector and/or higher education sector.
- ▶ Sound knowledge of the University's organisational structure, policies and procedures.
- ▶ Experience developing and maintaining websites and web content.
- ▶ Experience in supporting research and/or research training activities.

## 2.1 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ This position requires occasional work out of ordinary hours, travel, etc.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under the general direction of the Research Manager. Most normal day to day work is carried out with minimal supervision, with more complex queries outside of normal policy and processes or process improvements referred to the Research Manager.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to:

- ▶ use a high degree of initiative and sound judgement in solving problems or issues that may arise.
- ▶ be able to initiate work and take responsibility for decisions relevant to the role.
- ▶ provide information and advice using judgement, common sense and a knowledge of relevant policies and procedures.

## 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to understand and apply the rules, regulations and processes of the University and gain an understanding of how the Medical School works with its healthcare partners, medical research institutes and academic departments.

### **3.4 RESOURCE MANAGEMENT**

The incumbent is responsible for efficient time management and effective use of work resources without compromising on quality.

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

The incumbent will interact with a broad range of academic and professional staff within the Melbourne Medical School and the University more broadly. The responsibilities of this position are broad.

## ***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 MELBOURNE MEDICAL SCHOOL

[www.medicine.unimelb.edu.au](http://www.medicine.unimelb.edu.au)

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

Under the leadership of Professor Sarath Ranganathan, MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice and Primary Care;
- Infectious Diseases;
- Medical Education;
- Medicine;
- Obstetrics, Gynaecology and Newborn Health;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,200 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,076 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$165 million, the School's research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School's flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum

delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a \$6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice and Primary Care's continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School's development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:  
<https://medicine.unimelb.edu.au/about/diversity-and-inclusion>

MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

## 6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

The Faculty of Medicine, Dentistry and Health Sciences is a diverse faculty renowned for its research excellence, teaching, training, and policy leadership across the breadth of medical, biomedical and health science fields.

Led by the Dean, Professor Jane Gunn, the faculty is Australia's overall leader in clinical, pre-clinical and health sciences, and sits at the heart of a flourishing ecosystem of globally recognised health and biomedical organisations across Victoria. Partnerships are key to our continued success in education, research and enhancing the health and wellbeing of our communities.

Our staff and students benefit from longstanding relationships with many of the country's leading health research institutes. The faculty is home to the Doherty Institute for Infection and Immunity and Nossal Institute for Global Health, and has strong partnerships with WEHI, the Florey Institute, Peter MacCallum Cancer Centre, the Centre for Eye Research Australia, Murdoch Children's Research Institute, National Ageing Research Institute, St Vincent's Institute of Medical Research, Bionics Institute, Burnet Institute, the Baker Heart and Diabetes Institute, and Phoenix Australia.

We are based in Parkville, with a thriving rural health campus in Shepparton. Many of our faculty members are embedded with clinical partners across Greater Melbourne and regional Victoria. We have longstanding and productive education and research partnerships with our affiliated health services including: Austin Health, Northern Health, Western Health, Mercy Health, Epworth HealthCare, Dental Health Services Victoria, the Royal Melbourne Hospital, the Royal Children's Hospital, the Royal Women's Hospital, St



Vincent's Hospital Melbourne, the Royal Victorian Eye and Ear Hospital, Orygen Youth Mental Health, Goulburn Valley Health, Northeast Health Wangaratta, Grampians Health Ballarat and Bendigo Health. [Explore your area of interest on our interactive map.](#)

The faculty comprises six schools and 41 departments, centres and institutes. It employs more than 2,750 FTE staff members and has a large and committed community of honorary members. It educates around 11,000 students each year, offers over 140 courses, and is a significant research contributor to the University of Melbourne.

Approximately 1900 graduate research students conduct research supervised by over 1800 academic and honorary staff across the faculty's schools and affiliated health services and research institutes each year.

We are the custodial faculty for the Bachelor of Biomedicine and the Bachelor of Oral Health. We offer a suite of professional entry masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Surgery (DDS), and the Doctor of Physiotherapy (DPT). We also offer other graduate level programs such as the Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry, and many more in nursing, social work, health sciences and psychology.

### 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>