

POSITION DESCRIPTION

Australian BioCommons

Faculty of Medicine, Dentistry and Health Sciences

Project Manager- Australian BioCommons

Position No	0063629 and 0063630
Classification	UOM 8
Salary	\$115,137 -\$124,622 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	https://about.unimelb.edu.au/careers/staff-benefits
How to Apply	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
contact For enquiries only	Jess Holliday Tel +61 3 xxxx xxxx j.holliday@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

The [Human Genome Informatics Initiative](#) (HGI) is a core pillar within the Australian BioCommons and aims to establish national-scale digital infrastructure for human genomics / omics data warehousing, sharing and analysis that adheres to various global best practice standards. The goal, ultimately, is to enable Australia's full participation in the global ecosystem of responsible human genomics data sharing and analysis.

The HGI team seeks an experienced individual to join the group as Project Manager and support the development, implementation and delivery of collaborative digital infrastructure projects in the growing portfolio. The successful candidate will be responsible for managing project timelines, deliverables, budgets, and resources across multiple projects, from initial concept development through to completion and closure.

The role will work collaboratively with the HGI team, the broader Australian BioCommons, and multiple partner organisations, including: The University of Melbourne, Children's Cancer Institute, Garvan Institute of Medical Research, Australian Genomics, Melbourne Genomics Health Alliance, QIMR-Berghofer Medical Research Institute, Australian Access Federation, CAD Frontiers, Baker Heart and Diabetes Institute, and National Computational Infrastructure. Maintaining strong and effective working relationships with stakeholders and working closely and collaboratively with project teams are essential to the role.

An enthusiastic individual with strong project management skills and experience would be an ideal fit to the dynamic role and team. Prior experience or knowledge of digital infrastructure projects and / or genomics and bioinformatics are not prerequisites for the role, but would be complementary.

This position is federally funded and reports to the HGI Program Manager, Australian BioCommons.

1. Key Responsibilities

1.1 TECHNICAL PROJECT MANAGEMENT

- ▶ Manage the planning, implementation, monitoring, and delivery of multiple projects in the HGI portfolio.
- ▶ Apply suitable project management approaches to each project as appropriate – traditional, agile, hybrid.
- ▶ Monitor and evaluate project progress, budgets, scope and change control.
- ▶ Schedule and convene project meetings, including demo meetings, project governance/reference group meetings, and working technical group meetings.
- ▶ Develop and maintain project documentation, including project plans, status/progress reports, and meeting agenda and minutes.
- ▶ Identify potential risks and issues affecting each project and develop appropriate risk mitigation strategies in collaboration with project teams.
- ▶ Manage and plan resource allocations across project teams to ensure timely output delivery.

1.2 COLLABORATIVE LEADERSHIP

- ▶ Work collaboratively with cross-functional teams, including researchers, business analysts and software developers, to develop integrated delivery plans that promote collaboration and enhance project delivery.
- ▶ Develop effective relationships, working with others across boundaries to build trust and decision-making capability.
- ▶ Ensure that issues raised across the teams and partners are dealt with in a timely manner, and, where appropriate, escalated to senior management/governance groups for resolution.

1.3 STAKEHOLDER MANAGEMENT & COMMUNICATION

- ▶ Employ appropriate engagement strategies to understand and monitor partners' and stakeholders' requirements and expectations throughout the project lifecycle.
- ▶ Exercise judgement in problem-solving within a complex project environment, adapting as needed in response to changes (internal and external) while balancing the interests of the various project stakeholders.
- ▶ Plan and deliver project communications to a wide range of stakeholders, including progress reports to project funders, governance/reference groups, and other audiences as appropriate.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Appropriate tertiary-level postgraduate qualifications or progress towards postgraduate qualifications in project management, and/or at least 5 years' relevant project management experience, with proven capacity to apply a range of project management tools and approaches.

- ▶ Experience working with distributed teams and collaborators.
- ▶ Ability to plan, implement, monitor and deliver projects within time and budget constraints.
- ▶ Ability to handle situations that require initiative, independent judgement, and consultation with senior stakeholders.
- ▶ Strong interpersonal skills, including advanced facilitation and consultation skills.
- ▶ High-level oral and written communication skills, including giving formal oral presentations, and report and grant writing.
- ▶ Ability to engage with and develop robust relationships with diverse stakeholders.

2.2 DESIRABLE

- ▶ Knowledge of key issues relating to human genomics data sharing and analysis.
- ▶ Strategic planning skills and experience.
- ▶ Familiarity with data analysis, tools and infrastructure needs of life science researchers.
- ▶ Biology/IT qualifications or experience.

2.3 OTHER JOB RELATED INFORMATION

- ▶ Occasional work out of ordinary hours, travel, etc.
- ▶ 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 Australian BioCommons is a virtual entity with a footprint in Melbourne, Brisbane and Sydney. The HGI team is based in Parkville, The University of Melbourne. Melbourne-based applicants will have the opportunity to be positioned with the HGI team, however, the role is also open to applications based in Brisbane or Sydney with other BioCommons staff.

Working under the broad direction of the HGI Program Manager with a moderate degree of autonomy, the position requires leadership, initiative, and effective negotiation skills to achieve agreed project goals and contractual obligations with project partners. The incumbent is expected to work towards specified tasks within set deadlines, in a collaborative manner, demonstrating a high-level of motivation and time management. The role will actively engage with other members of all related teams and seek guidance from the BioCommons leadership team where necessary.

3.2 PROBLEM SOLVING AND JUDGEMENT

- ▶ An ability to achieve objectives across multiple projects whilst operation within a complex organisational structure.
- ▶ Technical, intellectual agility and personal sensitivity and clear decision-making ability to respond positively and innovatively to achieve project milestones and deliverables.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ▶ This position requires a significant level of professional and sector knowledge and experience.
- ▶ Possess a strong record of development of new ways of applying a specific body of knowledge, that may involve the integration of other specific bodies of knowledge into an existing project.
- ▶ Demonstrated experience of professional project management cycles with successful implementation.
- ▶ The ability to solve complex problems by applying judgement based on professional expertise and acquired knowledge.
- ▶ The incumbent will be required to navigate a wide range of procedures, policies and synthesise technical, scientific information to identify specific solutions within various levels of complexity.

3.4 RESOURCE MANAGEMENT

The position is invested with delegated responsibility appropriate to the role, and will initiate human resources, financial and policy and procedural decisions in consultation with and oversight of the HGI Program Manager, Australian BioCommons.

3.5 BREADTH OF THE POSITION

This position will interface with key individuals and organisations in digital research infrastructure within Australia and internationally. The incumbent is expected to develop strong personal links with practitioners of eResearch and Information Technology Services nationally and internationally.

Some interstate and international travel may be required.

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 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>