



## POSITION DESCRIPTION

**Australian BioCommons Project**  
Faculty of Medicine, Dentistry & Health Sciences

# Office Coordinator, Australian Bio Commons Project

<b>POSITION No</b>	0060905
<b>CLASSIFICATION</b>	UOM 6
<b>SALARY</b>	\$96,459 - \$104,413 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	FTE 0.6
<b>BASIS OF EMPLOYMENT</b>	Fixed term (2 years)
<b>REPORTS TO</b>	Operations Manager
<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>	Claudia Sandoval E-mail: <a href="mailto:sandoval@unimelb.edu.au">sandoval@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 is a multi-million dollar research infrastructure project, funded by the Australian Government through the NCRIS scheme via Bioplatforms Australia and hosted with the Faculty of Medicine Dentistry and Health Sciences (MDHS) within the University of Melbourne.

As a key member of the Australian BioCommons team and reporting to the Operations Manager and Co-Director (Engagements and Operations), the Office Coordinator provides financial support to the BioCommons team. The role will work directly with the Australian BioCommons Ops Manager and provide effective and efficient financial support relating to, but not confined to, records management, purchasing, financial services and overall effective operations within the BioCommons project.

This is a part-time fixed-term position for an experienced Financial / Admin Officer. This position requires demonstrated financial and problem-solving skills and experience, and excellent organisational and communication skills. A flexible, positive approach is required to work comfortably within a small team environment.

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

### **1.1 FINANCE**

The Office Coordinator regularly liaises with and exchanges financial information with the MDHS Finance team and the UoM Themis agreements team to ensure the timely and accurate processing of Finance, Finance-related and Human Resources matters relating to Australian BioCommons. The role is responsible for:

- ▶ The efficient and accurate processing of transactions such as accounts receivable (invoices and charge-outs) and accounts payable (purchase orders, internal orders and supplier payments).
- ▶ Routine monitoring, investigating, and ensuring financial transactions are accurately recorded, including any variation thereto.

- ▶ Processing expense and travel reimbursements for staff, reconciliation of expenditure items with corresponding receipts for monthly reconciliation and approval in Themis.
- ▶ Providing monthly financial and transaction reports to members of the BioCommons Management team. Reporting any variance and/or discrepancies ensuring their timely resolution.
- ▶ Preparing and processing General Ledger journals in Themis.
- ▶ Producing financial statements for various annual reports
- ▶ Through the i-expense module reconciling monthly staff credit cards for the management team and senior staff members, ensuring they are correctly coded; costs are compliant with and in line with project funding
- ▶ Responding to transactional and payment queries from internal and external customers in a timely manner.
- ▶ Maintaining all financial records and files in accordance with the University policies and procedures, ensuring prompt and efficient file retrieval.
- ▶ Accurately maintaining the project's contracting and invoice spreadsheet, ensuring that payments relating to agreements, contracts and projects are raised in a timely manner.
- ▶ Preparing financial statements for the completion of research and non-research projects
- ▶ Liaising with internal and external stakeholders to resolve issues related to invoices and manage expenditure ensuring compliance with guidelines and project budgets, ensuring all deliverables are met.
- ▶ Preparing purchase orders for procurement items where necessary and matching invoices to approved purchase orders.
- ▶ Maintaining cost allocation journal templates to ensure that costs are appropriately allocated and coded across projects in accordance with financial delegation. Transferring costs via journals to appropriate projects where necessary.

## 1.2 ADMINISTRATION

- ▶ Proficiently and accurately undertaking a range of administrative tasks as and when required by Australian BioCommons staff including but not limited to typing, filing, document preparation, emailing, printing, web research and website updating.
- ▶ Undertaking and completing any routine ad hoc administrative tasks
- ▶ Maintaining the Australian BioCommons asset register and dealing with movement of assets and equipment.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Completion of tertiary education with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training in an office environment and in particular with finance and administration duties.
- ▶ High degree of proficiency in Microsoft Excel and / or Google Sheets, working with formulas and extracting information from tabular-based statements, produced by systems such as UoM's Themis accounting system.

- ▶ Experience in accounts processing procedures including but not limited to accounts receivable, accounts payable and purchasing.
- ▶ Highly developed interpersonal and communication skills with all levels of the team and organisation
- ▶ Excellent time management and prioritisation skills, including the ability to work under pressure in an opaque and changing environment.
- ▶ Strong attention to detail
- ▶ Demonstrated initiative and ability to work independently with general direction and broad supervision, as well as ability to work well in a team to achieve results
- ▶ A demonstrated high level of organisational skills
- ▶ Previous administrative experience in a tertiary education environment
- ▶ Proficiency in a variety of computer applications such as Microsoft Office 365, Word, Microsoft Excel and/or Google Workspace apps Wordpress, experience working with databases and email programs, and demonstrated ability to conduct perfunctory web research as requested.

## 2.2 DESIRABLE

- ▶ Qualifications in Finance or Accounting
- ▶ Knowledge of University policies, procedures and administrative systems

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Office Coordinator directly reports to the Operations Manager on a day-to-day basis who also manages the Performance Development. The Office Coordinator will work independently to solve day to day issues, undertake administrative and financial duties and will seek information and support the Australian Biocommons teams where complex issues arise which fall outside policy or established procedural guidelines.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The Office Coordinator is expected to demonstrate awareness of, and responsiveness to, the operational needs of Australian BioCommons staff as impacted by their key responsibilities. The incumbent will also have responsibility for understanding and applying UoM finance policies and procedures and basic accounting practices to solve problems. The incumbent is expected to be able to use a high degree of initiative, effectively prioritising work, exercising judgment and maturity to solve problems. A strong work ethic and personal attributes of professionalism, continuous improvement and integrity are key requirements of this role.

## 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ▶ The Office Coordinator will have demonstrated strong administration skills within a business or University environment.
- ▶ Knowledge and/or experience in basic accounting practice particularly in the areas of accounts.
- ▶ Demonstrated knowledge and application of University and Faculty structures and procedures.

- ▶ Demonstrated knowledge and application of University and Departmental Financial policies and procedures including those of Financial Operations.

### 3.4 RESOURCE MANAGEMENT

Under limited supervision, the Office Coordinator has responsibility for purchasing of equipment and office supplies and ensuring that best value for money is obtained and that opportunities for savings are brought to the attention of the Co-Director and/or Operations Manager. The incumbent will be responsible for the day-to-day transactional processing of accounts, efficient time management and effective use of work resources without compromising on quality.

### 3.5 BREADTH OF THE POSITION

The role will necessitate the Office Coordinator having extensive dealings with the greater University community as well as with the stakeholders and external parties. The ability to work collaboratively, communicate effectively and in a proactive, mature and professional manner at all times is essential for this position.

## 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:

<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 AUSTRALIAN BIOCOMMONS

<http://www.biocommons.org.au>

The Australian BioCommons (<https://www.biocommons.org.au/>) is a major research infrastructure program for Australian life science that is led by the University of Melbourne. The program has attracted \$40.5M Cth Dept Education NCRIS funding via Bioplatforms Australia the period 2019-2028 as well as significant in-kind investment from many partner organisations.

It is the mission of the BioCommons 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;
- ▶ Provide access to platforms and services that provide sophisticated analysis capabilities, and support digital asset stewardship and management, retention, integration and publication solutions;
- ▶ provide training and support solutions that enable the rapid and broad-based adoption of the above.

The critical and central approach used by the Australian BioCommons is to directly engage many 100s of Australian bioscience researchers to gather and document broad community challenges and define and analyse requirements for shared bioinformatics infrastructure. We also extensively liaise with international collaborators who are also developing biodata infrastructure to understand world's best practice biodata infrastructure which can influence local solutions.

### 6.2 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 \$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>