



POSITION DESCRIPTION

Faculty of Medicine, Dentistry and Health Sciences.
Centre for Genomic Cancer Medicine

Associate Director – Strategy and Operations, Collaborative Centre for Genomic Cancer Medicine (CCGCM)

POSITION NO	0063605
SALARY	SM1
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
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	Sean Grimmond Email sean.grimmond@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 Centre for Genomic Cancer Medicine (“The Centre”) is a collaboration between the University of Melbourne and Peter MacCallum Cancer Centre, aiming to give all Australians access to genomic-driven cancer prevention strategies, testing, and personalised treatment options through genomic innovation, precision medicine, and the delivery of effective, equitable access to new therapeutic and prevention strategies.

This position Associate Director – Strategy and Operations reporting to the Director of the Collaborative Centre for Genomic Cancer Medicine (CCGCM), is the most senior professional staff member of the Centre and is responsible for the breadth of work that include Financial and HR planning, management and delivery of research services, communication, education activities, engagement and Advancement outcomes, commercialisation and operational activities across. This role will lead the operational and planning activities for the Centre maintaining and managing the business and operational services across the Centre in collaboration with PMCC.

This role will work with Faculty Directorate to lead effective financial management, operational efficiency and strategic outcomes. Develop, lead and manage a team of professional staff to deliver excellent service and guidance to academic staff to ensure deliverables and compliance are met.

The role will develop and nurture strong relationships with academic and professional staff, both internally and externally and maintain strong relationships with industry partners, working towards a unified goal.

We invest in developing the careers and wellbeing of our students and staff and expect all our staff to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

1.1 LEADERSHIP, STAKEHOLDER AND CHANGE MANAGEMENT

- Establish an operating model for the CCGCM and its platforms, including governance of steering committee, management and project/research Committees.
- Support the Director in enhancing relationships with government entities, research institutes, philanthropic donors, industry partners and hospital services to develop research and research platforms.
- Oversee the development and implementation of strategic and operational planning processes, monitoring, evaluation and making recommendations for resource allocation, workforce planning, recruitment, communications, financial management, space allocations and administrative supervision.
- Provide guidance and support to develop and enhance scientific platforms and infrastructure to maintain economic viability.
- Build and nurture productive relationships with internal and external partners, including industry, to enhance projects and translational activities.
- Provide high level constructive business advice, sound operational recommendations and leadership on centre activities and projects, including commercialisation.
- Manage infrastructure in a complex hospital and research environment.

1.2 STRATEGIC PLANNING AND POLICY DEVELOPMENT

- Develop and implement processes to manage the operations of the CCGCM and dual stakeholder platforms in a manner consistent with the OHS and other relevant policies of both the University of Melbourne and the Peter MacCallum Cancer Centre.
- Lead the Workforce Planning and Recruitment strategy with the Management Committee
- Provide high level strategic advice to the Management Committee aligned with the priorities and vision of the CCGCM
- Provide leadership in developing and promoting the CCGCM
- Provide expert advice, facilitating strategic analysis, University policy analysis and modelling to support decision making and determining priorities and initiatives. Identify improvements to business processes and escalate through Faculty.
- Ensure the CCGCM delivers operational activities that are compliant with policy frameworks and statutory obligations.
- Excellent understanding of Occupational Health & Safety(OH&S) requirements and laboratory compliance standards.
- Implement and maintain a risk register for the Centre and manage the Business Continuity Plan

1.3 FINANCE, RESEARCH AND RESOURCE MANAGEMENT

- Responsible for developing, forecasting and management of the CCGCM budget.
- Provide high level input to Advancement, Steering and Management Committee regarding funding and budgeting strategies.

- Develop a sustainable funding model for the centre and its associated platforms.
- Ensure compliance with University policies and procedures and funding contracts
- Oversee financial operations of platforms, develop models for sustainability, budgeting and forecasting.
- Collaborate with Legal to ensure contracts and grant agreements are compliant.
- Collaborate with Platform Leads to ensure regulatory compliance is maintained.
- Provide effective leadership, management, coaching and development, policy guidance and advice for professional staff engaged in operational activities.
- Develop streamlined processes between collaborative partners within the complex working structures to optimise efficiencies and relationships.

2. Selection Criteria

2.1 ESSENTIAL

- Qualification in Science with post graduate study in Leadership, Business and/or Entrepreneurial qualifications and/or relevant management experience demonstrating exceptional leadership and operational management in complex environments
- Excellent stakeholder engagement and management skills with internal professional, academic and industry bodies to create beneficial opportunities for all parties
- Demonstrated strategic leadership and experience in formulating and delivering strategic plans, aligning organisational strategies and resources within partnerships in a complex environment
- Demonstrated financial, workforce and broader resource management skills in a complex business environment including high-level budgeting, analysis and devise strategies to address performance outcomes.
- Exceptional understanding of research and operational finance and contracts, limitations and regulatory requirements including university policies, human ethics, NATA, OH&S and laboratory standards.
- The ability to build trusting and productive relationships with stakeholders with diverse needs, perspectives and priorities in a complex organization and within partnerships, to manage sensitive issues with respect and discretion.
- Excellent interpersonal and communication skills with a proven capacity to influence and negotiate at senior levels, represent the CCGCM and Faculty at University Meetings, committees and forums and make recommendations for improvement.

2.2 DESIRABLE

- Knowledge of legislative and regulatory requirements that apply to higher education activities within the operational and research environments.
- A broad knowledge of the University of Melbourne's strategic and operational objectives including Advancing Melbourne and FMDHS Advancing Health 2030.
- A sharp eye for detail whilst keeping a view to high level objectives and goals

2.3 OTHER JOB RELATED INFORMATION

- This position requires the incumbent to 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.
- Occasional work out of ordinary hours, travel, etc.
- Working in a hospital requires the incumbent to comply with Government Healthcare vaccination requirements – currently requiring 3 COVID-19 vaccinations (2 plus booster).

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This role is expected to be highly autonomous and operate independently and has significant responsibility for the delivery of planning and strategy initiatives and proactively engage to align University and Faculty strategies. Complex and high-risk issues will be addresses in consultation with Faculty COO, Centre Steering Committee, Director or other appropriate senior stakeholders.

The Associate Director is expected to make independent decisions regarding the deployment of resources and make recommendations, based on sound information and provide alternative models when required, the Management and Steering Committees.

Provide strategic planning and evaluation and resource management, requiring the incumbent to identify, evaluate and present practical alternative solutions.

Leadership and management of complex issues and situations across a range of activities necessitates well-developed analytical, investigative and reporting skills. High level judgement, diplomacy and advocacy coupled with discretion and sensitivity are necessary to resolve complex problems in a multi party environment.

3.2 PROBLEM SOLVING AND JUDGEMENT

Complex and multi-party problems will require sourcing data and information from a range of partners, including industry, health and precinct partners to determine solutions and stakeholder management, taking into account varied contextual, sensitivity, behavioural and relationship-based factors.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This position requires a comprehensive and high level of understanding of academic, research and commercialisation activities and work with Departments, Schools, MRIs and Faculty to achieve goals. Continuously update their extensive knowledge of relevant legislations and regulations to interpret and implement University and legislative policies, operations and strategic plans/goals and distil information from multiple sources to team and the broad Centre where applicable.

Excellent understanding of Occupational Health & Safety(OH&S) requirements and laboratory compliance such as Office of the Gene Technology Regulator (OGTR), National Association of Testing Authorities (NATA) and Australian Standards 2243

A high level of strategic, conceptual, analytical and problem-solving skills is required and the ability to successfully implement new projects that integrate University policies, strategies and third-party requirements when necessary.

3.4 RESOURCE MANAGEMENT

The incumbent must have proven and extensive experience and a high level of skill in planning and managing resources: financial, human, space and equipment and is expected to make independent decisions for resources which they are accountable. Where resources are under Faculty management, liaise with directors and/or delegates to resolve issues.

This position is responsible for workforce planning, recruitment, training, career development and performance reviews of operational staff and lead and motivate staff to provide services of a high standard whilst encouraging diversity and inclusivity. The position is required to work with staff that provide services but do not report directly to this position, to work in a consultative manner and build common respect and understanding.

Provide advice and assistance for Centre recruitment in liaison with Faculty Human Resources Team which is compliant with University Policies and Enterprise Agreement.

3.5 BREADTH OF THE POSITION

The position works across a range of complex policy and operational issues associated with management and leadership of the CCGCM's research, engagement, educational and commercialisation activities. There will be significant stakeholder engagement and management with health services, industry partners, MRIs, Advancement, donors and funding bodies. Close contact with the Director, Centre Executives and senior leadership within the Faculty and other Senior Managers within the Faculty is essential and interactions with staff across the Faculty in Schools, Departments, MRIs and across the wider Faculty, University and Health and Research ecosystem.

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 CENTRE FOR GENOMIC CANCER MEDICINE

The Centre for Genomic Cancer Medicine ("The Centre") is a collaboration between the University of Melbourne and Peter MacCallum Cancer Centre, aiming to give all Australians access to genomic-driven cancer prevention strategies, testing, and personalised treatment options through genomic innovation, precision medicine, and the delivery of effective, equitable access to new therapeutic and prevention strategies.

Originating from a shared vision to address emerging healthcare challenges, The Centre's inception was driven by a recognition of the need for interdisciplinary collaboration, cutting-edge research, and transformative educational initiatives. It will be the first national example of an academic-enabled genomics centre embedded in a cancer hospital, offering end-to-end precision cancer medicine from bedside to bench.

6.1 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 2010 gross revenue was in excess of \$680M. Approximately 50% of this income relates to research activities.

The Faculty has a student teaching load in excess of 6,000 equivalent full-time students including more than 1,000 research higher degree students. The Faculty has approximately 1,600 staff comprising 500 professional staff and 1100 research and teaching staff.

6.2 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>

6.3 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.

6.4 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>