

POSITION DESCRIPTION



Business Services
Chief Operating Officer Portfolio

Lead Engineer – Doherty Engineering Group

POSITION NUMBER	0046209
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 8 - \$119,742 - \$129,607 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Brian Cullen Tel +61 3 8344 6922 Email: Cullen.b@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.

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

BUSINESS SERVICES

Business Services provides a full range of class leading information technology, facilities management, finance, HR and health and safety services to all operating entities of the University.

Campus Management was established in 2015 and forms part of the Business Services portfolio within the COO Portfolio. Campus Management comprises of approximately 90 staff (plus casuals) and is responsible for the provision of a wide range of facilities services across all seven operational campuses of the University of Melbourne. These responsibilities encompass a property portfolio of over 400 University-owned buildings with an asset value of approximately \$4.5 billion, plus additional leased buildings.

There are two distinct aspects to our business:

1. To provide a wide range of facilities services on a day-to-day basis to ensure that the University's teaching and research activities continue with minimal operational disruption and make a positive contribution to the experiences of the University community; and,
2. To ensure that the long-term functionality and amenity of the University's extensive portfolio of buildings and grounds assets are maintained in a safe, compliant and good condition, and that they fully support the University's teaching and research agenda.

Campus Management is structured to provide these services via the following teams:

- Sustainability & Environmental Services;
- Physical Security;
- Specialist Campuses;
- Operations & Maintenance;
- Engineering & Infrastructure; and
- Asset Performance.

Campus Management has a significant role in the success of the Peter Doherty Institute and its joint venture partners, through the timely and effective provision of maintenance services coordinated through the Doherty Engineering Group (DEG), ensuring that our facilities are maintained to the highest level of safety and functionality in accordance with the Building Management Agreement.

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.

ABOUT THE ROLE

Position Purpose:

The Peter Doherty Institute for Infection and Immunity (The Doherty Institute) is a world-class institute combining research, teaching, public health and reference laboratory services, diagnostic services and clinical care into infectious diseases and immunity. It was officially opened in September 2014 and is a joint venture between the University of Melbourne and Melbourne Health.

The Doherty Institute's activities are multi-disciplinary and cross-sectoral, placing great emphasis on translational research and improving clinical outcomes. Teams of scientists, clinicians and epidemiologists collaborate on a wide spectrum of activities - from basic immunology and discovery research, to the development of new vaccines and new preventative and treatment methods, to surveillance and investigation of disease outbreaks and to the education of undergraduate and graduate students.

The purpose of this position is to provide engineering expertise and leadership to a shared engineering team which supports the operations of the Doherty Institute. This position has been created to ensure the facility is operating at its full potential and supporting the objectives of the Joint Venture Agreement which governs the operations of the Institute. This includes providing technical expertise to a team of mixed engineering and maintenance personnel from both partners, in accordance with University policies and procedures and other compliance responsibilities of each partner. The role will be the most senior engineering role within the Doherty Engineering Group.

Reporting line: Facilities Services Manager

No. of direct reports: 2

No. of indirect reports: 1 to 5

Direct budget accountability: Approx. \$4.0 million

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Extensive

Judgement: Extensive

Operational context: The incumbent will, in conjunction with Campus Management, develop and implement a preventative maintenance program for the engineering operations of the Doherty Institute. With the Doherty Engineering Group, this role will risk assess works conducted across the Institute, in accordance with relevant compliance regimes. The incumbent will take a leadership role in implementing a system which tracks all routine maintenance activities, and allows for new works to be scoped, planned and completed. The incumbent will report to the Doherty Building Management Sub-Committee, High Containment Facility Management Committee and the Operational Management Committee of the Institute as required, providing proactive, accurate and timely direction to the engineering activities across the Institute. The incumbent will work across all engineering aspects of the Institute to support both University of Melbourne and Royal Melbourne Hospital units.

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Plan, implement and document the work of the Doherty Engineering Group, fostering a culture of collaboration between all members to support and assist a diverse group of Bio-research professionals.
- Coordinate engineering activities and facilitate the operation of building infrastructure to ensure the objectives of the joint venture and the Doherty Institute's core business and research are supported.
- Identification, prioritisation and mitigation of facility infrastructure risks to address safety, compliance and business continuity.
- Manage and develop monitoring systems to ensure assets are maintained. Review and update the Asset Management Plan.
- Interface between Campus Management, the Doherty Directorate and Institute partners through attendance and representation of Campus Management at the DBMS, HCF Management Group, OHSE, OMC and other relevant forums.
- Comply with University policies and procedures, including OHS, tendering, contract management and work within the framework of Campus Services.
- Ensure consultants and contractors working at the Institute comply with the University's risk management framework including OHS legislation, statutes, regulations and policies.
- Preparation of an annual operational budget, monitor operational expenditure and deliver agreed project works within budgetary constraints and in accordance with the Lease and Building Operational Management Agreement.
- Provide technical support to the certification holders of Physical Containment Laboratories and liaison with Institutional Bio-Safety Committee members as required.
- Engage, consult and regularly communicate with all stakeholders regarding operational improvements and practice the philosophy of continuous improvement.
- Contribute to the direction and implementation of the University's cost saving energy policy by recommending methods of conserving energy, preparing an Energy Management Plan and reporting energy use on quarterly basis.

Selection Criteria:

Education/Qualifications

1. The appointee will have degree qualifications in mechanical (preferably) engineering or a related engineering discipline and demonstrated experience in a relevant field.

Essential Knowledge and skills:

2. Demonstrated leadership skills and attention to detail.
3. Highly developed project management skills and risk management capability.
4. Familiarity with a broad range of building, laboratory and engineering services enabling the ability to identify and diagnose faults with mechanical, electrical and other essential services infrastructure.
5. High levels of computer literacy, including demonstrated competence with the use of direct digital control systems and information management systems

6. Excellent interpersonal and stakeholder management skills, especially the capacity to work collaboratively and cooperatively with a strong team of engineering professionals, researchers and administrators.
7. An ability to manage multiple activities simultaneously, resolve competing priorities and meet deadlines.
8. Demonstrated financial acumen.

Highly Desirable:

- An understanding of containment and / or clean room facilities and infrastructure, associated regulatory bodies, compliance, environmental and health & safety issues.

Other job related information:

- The role will require out of ordinary hours work from time to time, enabling completion of various facilitate maintenance works while minimising disruption to operations of the Doherty Institute.
- The role will be required to provide out of hours 'on-call' capability (approx. 1 in 3 weeks) to respond to alarms and faults generated by Building Automation System.
- The role will potentially grow in time to include the engineering team support of the Australian Institute of Infectious Disease (AIID) facility to be built adjacent to the Doherty Institute.
- The successful applicant will be required to obtain and maintain a valid Working With Children Check (WWCC) in accordance with University of Melbourne requirements.