THE UNIVERSITY OF MELBOURNE

School of Mathematics & Statistics & Biosciences
Faculty of Science

MACSYS Node Administrator

POSITION NO	0060142
CLASSIFICATION	UOM 5
SALARY	$83,159 - $95,518 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-Time (0.5 FTE)
BASIS OF EMPLOYMENT	Fixed-Term until December 2027 **FLEXIBLE EMPLOYMENT** The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.
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 Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Prof Jennifer Flegg Tel +61 3 8344 7523 Email jennifer.flegg@unimelb.edu.au *Please do not send your application to this contact*

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 country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

The Australian Research Council Centre of Excellecne for the Mathematical Analysis of Cellular Systems (MACSYS) is the world's largest focused research intiative in mathematical biology. MACSYS brings together mathematical, computational, and biological scientists to generate the mathematics and computational technologies required to make biology predictive; establish mathematical whole cell models (WCMs) for in silico biology as a powerful complement to traditional in vivo and in vitro approaches; tackle fundamental biological problems; and establish a world-leading research and biotechnology translation environment. MACSYS will have a strong emphasis on equity and diversity in research, training, and outreach.

The MACSYS Node Administrator supports the University of Melbourne Node Leader in managing personnel, office accommodation, and other resources at the University of Melbourne Node. The MACSYS Node Administrator will support the Centre and its activities by working with other members of MACSYS Headquarters including the Deputy Director (Operations), Chief Operating Officer, Centre Coordinator, and other portfolio managers.

We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people. To allow us to consider performance relative to opportunity, we also invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.

1. *Key Responsibilities*

▸ Assist the MACSYS University of Melbourne Node Leader in managing personnel, office accommodation, and other resources at the Node.

▸ Support MACSYS operationally in the running and administration of MACSYS and related research activities, including helping to maintain the MACSYS website and assisting with the administration of internal grant programs and research support schemes.

▸ Briefing senior management on matters arising and implementing their decisions.

▸ Collecting and analysing data on MACSYS projects and research outputs, and reporting on their outcomes.

▸ Assist MACSYS academics in their research and capacity building activities.

2. *Selection Criteria*

2.1 ESSENTIAL

▸ A tertiary qualification or an equivalent combination of relevant experience and/or education/training.

- Familiarity with the University of Melbourne's administrative, hiring, financial, facilities, and HR systems and processes.

- Ability to work with, and support the needs of diverse and multidisciplinary cohorts and groups of academics, researchers, and research students in the life and mathematical sciences.

- A track record in supporting academic and research management activities.

- High level of competence in using standard office software, including Word, PowerPoint, Outlook, SharePoint, etc.

- Highly developed written skills, including drafting correspondence and reports.

- Highly developed interpersonal and verbal communication skills, consistent with dealing with a diverse range of people in an organisation and commitment to quality service.

- Well-developed organisational skills and flexibility in handling a wide range of demands, with the ability to pay attention to detail, and the completion of tasks within deadlines.

- A high level of self-motivation and initiative, with the capacity to work autonomously and an ability to provide creative solutions to problems.

2.2 DESIRABLE

- Familiarity with basic web development and maintenance of online resources.

- Familiarity with the Australian Research Council funding programs and processes.

- Experience in working in an ARC Centre of Excellence.

- Experience in working with HR to support researchers with relocating and visa matters.

2.3 OTHER JOB RELATED INFORMATION

- The ability to work outside of standard hours may be required from time to time to assist with functions, meetings, and other project activities.
- The postholder may be required to travel to other MACSYS Nodes from time to time.
- Coordinate the logistics and prepare materials for the successful running of organisation of seminars, workshops and meetings related to MACSYS.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The MACSYS Node Administrator receives general direction from the MACSYS Node Leader and Centre Coordinator. The MACSYS Node Administrator works collaboratively with other members of MACSYS including the Deputy Director (Operations), Chief Operating Officer, other staff engaged with the Centre, and students, and assists with administrative duties as required. The incumbent will be required to form strong working relationships with MACSYS members as well as with internal and external service providers.

3.2 PROBLEM SOLVING AND JUDGEMENT

The MACSYS Node Administrator will exercise judgement in the prioritisation of a variety of competing demands, regularly working to tight and/or inflexible timelines. The MACSYS Node Administrator will exercise discretion when dealing with matters that require a high

degree of confidentiality or are of a sensitive nature, such as recruitment and when working with committees and advisory boards.

The MACSYS Node Administrator will apply their analytical skills to solve a wide range of general tasks but will exercise judgement in seeking assistance with more complex or unusual demands.

3.3   PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The MACSYS Node Administrator is required to have a detailed understanding of the policies and procedures relating to the University and MACSYS, including organisational structures, processes, and objectives.

The MACSYS Node Administrator requires outstanding computer skills in MS Word, Excel, PowerPoint, SharePoint, and the use of databases, as well as a well-developed understanding of the University systems.

3.4   RESOURCE MANAGEMENT

The MACSYS Node Administrator will assist the University of Melbourne MACSYS Node Leader with reporting research outcomes, project expenditure, recruitment of research personnel, and managing office accommodation including an office relocation expected in 2025.

The MACSYS Node Administrator is responsible for the effective administration of their time and resources and contributes to the effective administration of the Centre by reviewing processes to ensure efficient work practices.

3.5   BREADTH OF THE POSITION

The MACSYS Node Administrator will serve as central point of contact for the whole MACSYS community, but especially at the University of Melbourne. Engagement with external stakeholders at other Nodes and visiting scholars will be an important element of their work.

The MACSYS Node Administrator supports the University of Melbourne Node Leader, and will work closely with other Portfolio Managers on strategic projects, outreach and engagement programs and activities.

The MACSYS Node Administrator will contribute to a broad range of Centre activities including maintaining the MACSYS website, supporting committees and advisory boards, event management, assisting with the administration of internal grant programs and research support schemes, and assist in the reporting of research outcomes.

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 address 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/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 SCHOOL OF MATHEMATICS AND STATISTICS

http://www.ms.unimelb.edu.au

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of subjects to undergraduate and postgraduate students and is involved in aspects of community life that impact on the interests of the School and the discipline.

The School of Mathematics and Statistics has a total of 70 continuing teaching and/or research staff; 34 research only staff and consultants; 16 academic specialists and 16 support staff. In 2020, there were 90 Research Higher Degree and 278 Coursework Master of Science students. Five members of the School staff and one Emeritus Professor are members of the Australian Academy of Science. The school currently hosts two ARC Centres of Excellence, and has hosted four ARC Laureate Fellows, ten ARC Future Fellows and fourteen DECRA Fellows.

6.2 FACULTY OF SCIENCE

https://science.unimelb.edu.au

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing

major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food, Forest & Ecosystems Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across six of the University's seven campuses – Parkville, Dookie, Burnley, Creswick, Shepparton and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues. 'We are highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is also currently growing its competitiveness and standing in the NHMRC space.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI), the Indigenous Knowledge Institute and home to numerous Centres.

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