



## POSITION DESCRIPTION

**Centre for Epidemiology and Biostatistics**  
Melbourne School of Population and Global Health  
Faculty of Medicine, Dentistry and Health Sciences

### Project Coordinator

<b>POSITION NO</b>	0041797
<b>CLASSIFICATION</b>	PCS 6
<b>SALARY</b>	\$77,207 - \$83,573 per annum (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>EMPLOYMENT TYPE</b>	Part-time (0.6 FTE or negotiable) position available to 30 June 2017 Fixed term contract type: Externally funded
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>CURRENT OCCUPANT</b>	New
<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 Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor John Hopper Tel +61 3 8344 0697 or Email <a href="mailto:j.hopper@unimelb.edu.au">j.hopper@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)

## ***Position Summary***

The Centre for Epidemiology and Biostatistics in the Melbourne School of Population and Global Health, Faculty of Medicine, Dentistry & Health Science conducts and manages a number of large-scale longitudinal participant studies, as well as pilot studies. Reporting to the NHMRC Senior Principal Research Fellow, the Project Coordinator will be responsible for the daily operations and coordination of a number of projects, including the Australian Breast Cancer Family Study and the Australian Vietnamese Women's Generations Study.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ A tertiary qualification with relevant project management experience and/or a combination of relevant experience and education/training.
- ▶ Demonstrated experience in financial and physical resource coordination in a comparable environment.
- ▶ Experience in working in the scientific or related research fields.
- ▶ Demonstrated ability to work well under pressure, including the ability to manage multiple initiatives concurrently and prioritise as required.
- ▶ Demonstrated ability to engage with a broad range of internal and external stakeholders, to build professional relationships and to work collaboratively to support the realization of a project's deliverables.
- ▶ Excellent interpersonal, written and verbal communication skills and the ability to effectively liaise with people at all levels, as well as the ability to accurately communicate expectations and requirements of the projects.
- ▶ High level of computer literacy particularly the Microsoft Office suite and website maintenance.

### **1.2 DESIRABLE**

- ▶ Previous relevant experience in a tertiary or research institution.
- ▶ Knowledge of ethical conduct in human research.
- ▶ Sound knowledge of the University's policies and procedures, in particular Finance and Human Resources.
- ▶ High level of competence in using software packages for a variety of tasks, including development of survey questionnaires.

## ***2. Special Requirements***

- ▶ Occasional requirements for weekend or out-of-hours work in relation to allocated projects

### **3. Key Responsibilities**

- ▶ Coordinate the day to day smooth operations of various projects.
- ▶ Work closely with the NHMRC Senior Principal Research Fellow and other lead investigators to facilitate the development of project plans
- ▶ Monitor operations and report to the NHMRC Senior Principal Research Fellow, on the performance of a project against deliverables.
- ▶ Assist the NHMRC Senior Principal Research Fellow with the research projects including communication plans, information management, and risk management
- ▶ Assist with the coordination of project staff requirements including the supervision of casual staff
- ▶ Foster positive relationships with key external stakeholders
- ▶ Maintain up-to-date databases containing contact details and baseline information
- ▶ Support and liaise with internal and external researchers applying to utilise project datasets, ensuring protocol, compliance and wording is of appropriate standard
- ▶ Management and administration of approach to eligible study participants to inform them of a new research project, determine their interest in participation, and seek their permission to release their contact details to the researcher
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

### **4. Job Complexity, Skills, Knowledge**

#### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The position reports to the [NHMRC Senior Principal Research Fellow](#). The position is expected to operate under broad direction and show initiative in coordinating project activities. Excellent communication skills and the ability to collaborate effectively with project participants and stakeholders are essential.

#### **4.2 PROBLEM SOLVING AND JUDGEMENT**

The Project Coordinator is required to perform a range of tasks of varying complexity, as well as routine tasks on a day-to-day basis. The position requires the ability to provide accurate advice on policy and procedure associated with the projects and the University. Matters requiring academic judgement or those of high complexity will be referred for advice. The Project Coordinator will be required to coordinate the successful running of each project.

#### **4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

High-level computer skills are essential, in particular, use of the Microsoft Office suite of programs, in particular MS Access. The provision of high quality advice on procedures and policies requires the occupant to maintain a comprehensive and up-to-date knowledge of relevant Government, University and Faculty legislation, policies and procedures. In conjunction with the acquisition of specialised organisational knowledge, the incumbent will demonstrate the ability to analyse and solve problems, research complex issues, and propose solutions.

#### 4.4 BREADTH OF THE POSITION

The position covers a range of responsibilities and is expected to perform these with a high level of accuracy and timeliness, underpinned by a professional and quality service ethos within existing University and Faculty guidelines.

### 5. Other Information

#### 5.1 CENTRE FOR EPIDEMIOLOGY AND BIOSTATISTICS

The Centre for Epidemiology and Biostatistics is one of 4 Centres and an Institute that comprise the Melbourne School of Population and Global Health.

Our Centre's units include:

- i) Allergy and Lung Health
- ii) Australian Twin Registry
- iii) Biostatistics
- iv) Breast Cancer
- v) Colorectal Cancer
- vi) High Dimensional Analytics
- vii) Male Health
- viii) Modelling and Simulation
- ix) Sexual Health
- x) Neuroepidemiology
- xi) Teaching and Learning

The Centre for Epidemiology and Biostatistics is at the forefront of a preventative health revolution. Big data, changing infectious diseases patterns and multi-disciplinary collaborations are transforming the ways public health disciplines are researched and taught. Our Centre aims to be a leader in this evolving environment.

Epidemiology and biostatistics provide solutions to global public health challenges that demand multi-disciplinary responses. Our Centre's approach to research, teaching, and research training reflects this reality. We combine deep expertise with a broad range and reach – through our nine units, and our active links to other renowned institutions. This ensures our researchers and graduates are ready to contribute to preventing and alleviating the world's common, debilitating and burdensome health issues.

Further information about the Centre is available at  
<http://mspgh.unimelb.edu.au/centres-institutes/centre-for-epidemiology-and-biostatistics>

## 5.2 THE MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

The Melbourne School of Population Health was established in the Faculty of Medicine, Dentistry and Health Sciences in 2001. It became the Melbourne School of Population and Global Health in 2013. Over 300 academic and professional staff work in the School and through its partner agencies. The School's total budget is in excess of \$50m. There are approximately 120 higher degree research students (predominantly PhD). The School aims to strengthen the understanding, capacity and services of society to meet population health needs and to improve the quality and equity of health care. It employs a population health framework that incorporates public health and preventative medicine, health promotion, clinical medicine and allied healthcare disciplines and an equity and evidence-based approach to health care and health policy. Its research programs aim to elucidate the genetic, environmental, social and economic determinants of health, and to focus on the evaluation of the health systems, programs and services that seek to prevent disease and injury and to promote health. The School provides research and professional development opportunities for medical undergraduates, postgraduates in a wide range of disciplines, clinicians in all sectors of the health care industry, scientists, professionals and leaders in population health.

The School is currently composed of four Centres, one Institute and two partnership units:

### Centres

- ▶ Centre for Epidemiology and Biostatistics (CEB)
- ▶ Centre for Health Equity (CHE)
- ▶ Centre for Health Policy (CHP)
- ▶ Centre for Mental Health (CMH)

### Institutes

- ▶ The Nossal Institute for Global Health (NIGH)

### Partnership Units

- ▶ Vaccine and Immunisation Research Group (VIRGo)
- ▶ Global Burden of Disease Group

Further information about the School is available at <http://www.mspgh.unimelb.edu.au/>

## 5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

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.

#### 5.4 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

#### 5.5 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/index.html#home>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more

substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 5.6 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

## 5.7 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 <http://www.unimelb.edu.au/unisec/governance.html>.

# 6. 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.