Research, Innovation and Commercialisation
University Services

Research Infrastructure Project Officer

POSITION NUMBER	0039554
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 6 - $79,910 - $86,499 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term available for 12 months
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	Gabrielle Callander Tel +61 3 8344 8830 gabrielle.callander@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

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, 'Growing Esteem', at http://about.unimelb.edu.au/strategy-and-leadership

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

- Research, Innovation and Commercial Engagement supports the development of the research and commercial engagement funding streams, supports academics in strategic engagement with external commercial partners, assesses technologies for IP protection and development, and manages IP and licensing portfolios. The team, particularly those in the business development group, works in collaboration with academic divisions, Chancellery and the broader community.

- Major Initiatives, Contracts and Grants provides strategic planning, legal and innovation support for major initiatives through proposal and tender planning and development for major initiatives; and manages the processing of grants and contracts, providing compliance and risk advice and contract management, acting as single key points of contact for grants of all types.

- Research Ethics and Integrity provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellery to support seven key areas of governance and oversight: research integrity, human research ethics, animal ethics, gene technology, biorisk management, animal welfare and export controls.

- The Finance and Operations teams of Risk & Corporate Services, Finance and Systems provide strategic and operational support to the multi-disciplined areas of RIC.

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 University's People Strategy 2015-2020 and policies 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 Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The University invests in state of the art research infrastructure to attract and retain excellent research staff. Such investment requires the attraction of funding from government and other sources, with appropriate operating models to ensure long term success. The development of major research infrastructure also requires partnerships with various other institutions, both in the precinct and in other regions.

The Melbourne Collaborative Research Infrastructure Program (MCRIP) looks to improve the coherence and consolidation of a University-wide approach to research infrastructure provisioning. Under the leadership of the Pro Vice-Chancellor (Research Infrastructure and Systems), and with support of the Melbourne Collaborative Research Infrastructure Committee (MCRIC), Research, Innovation and Commercialisation (RIC) supports the delivery of the Program. The Project Officer will be a key position in delivering strategic objectives by providing administrative and project support to MCRIP and other research infrastructure related initiatives.

The Project Officer (Research Infrastructure) reports to the Team Leader (Research Infrastructure & Strategy Support) within RIC.

Reporting line: Team leader, Research Infrastructure & Strategy Support*

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Significant

Operational context: Chancellery, University Services, Academic Divisions, Research Infrastructure Platforms*

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:

- Provide administrative support to University's research infrastructure related committees by organising meetings, recording minutes and actioning agenda items as necessary.

- Provide project support to the Major Initiatives team and Chancellery (Research & Enterprise) as directed, including support during major research infrastructure grant rounds such as the Australian Research Council's Linkage, Infrastructure, Equipment and Facilities (LIEF) scheme and the internal Research Initiative Fund Collaborative Equipment Grant Scheme.
- Project manage, coordinate and deliver research infrastructure engagement events catering to a range of stakeholders across the University and the research infrastructure community.
- Support the management of information systems related to research infrastructure, and use tools to enable effective dissemination of information in line with requirements, including management of the online presence promoting the University's research infrastructure capabilities.
- Engage with providers of research infrastructure and platform technologies at the University and affiliated organisations.
- Communicate effectively with a range of stakeholders both within the University and with affiliated organisations to facilitate recommendations for improved services.
- Prepare material for the research infrastructure website.
- Use sound research, experience and personal networks to determine the most appropriate resources required to complete tasks.
- Interpret and apply complex policies, procedures and award conditions, and assess the consequences for researchers of various courses of action.
- Gather, review and analyse information and draft documents to a high standard: including policy papers, briefings, reports, agenda papers, articles and presentations.
- Ensure compliance with University regulations and financial policies.

Selection Criteria:

Education/Qualifications

1. The appointee will have: a tertiary degree in a technical discipline (e.g. Science, Engineering, Biomedical or related) with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.

Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

3. Demonstrated ability to provide project support in a tertiary institution, research institute or similar, including support to senior management and committees.

4. A customer service focus and excellent interpersonal skills, combined with high level written and oral communication skills including the capacity to communicate with colleagues on research policies, preparation of correspondence, reports and briefing notes.

5. Knowledge of the research and research infrastructure environment, with particular emphasis on the university sector.
6. Well-developed organisational and time management skills with the capacity to meet deadlines and effectively balance competing demands, and to work effectively under pressure both independently and as a member of a team.
7. Demonstrated project management or event management capability. High level of attention to detail and accuracy with the proven ability to prepare high quality documentation and the capacity and confidence to deal with a wide range of constituencies
8. Demonstrated ability in the effective use of computer applications (e.g. MS Word, MS Excel, and PowerPoint), internet browsers, and systems (e.g. Themis).
9. Experience in a research laboratory setting.
10. Awareness of policies and practices associated with the successful operation of research infrastructure facilities.

Other job related information:

Will be required to work outside of hours during peak periods.