



POSITION DESCRIPTION

Department of Pharmacology and Therapeutics
Faculty of Medicine, Dentistry and Health Sciences

Academic Convenor

POSITION NO	0039498
CLASSIFICATION	Research Fellow Level B or Senior Research Fellow Level C
WORK FOCUS CATEGORY	Research Focused
SALARY	\$95,434 - \$113,323 p.a. (pro rata) Level B or \$116,901- \$134,792 p.a.(pro-rata) Level C
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.5 FTE)
BASIS OF EMPLOYMENT	Fixed-term position available for 12 months Fixed term contract type: Research
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/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	Professor Alastair Stewart Tel +61 3 8344 5675 Email astew@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

Position Summary

The overarching theme of the Therapeutic Technologies Hallmark Research Initiative is to support collaboration across Science, Engineering, Economics and Medicine in order to develop new opportunities in research on new medicines and treatments. The hallmark research initiative brings together a unique, critical mass of highly experienced scientists from across a range of disciplines and faculties to engage with industry to develop mechanistic and discovery studies requiring phenotypic screening in 3 dimensional in vitro models of chronic disease. The skills needed to achieve our goals include those in biomaterials, mechanobiology, pharmacology, stem cell sciences, cellular biomechanics, optics, electronics, modelling, medicinal chemistry, social sciences and patent law. The initiative will provide a forum for internal and external stakeholders with mutual interests in drug discovery and development technology.

Hallmark Research Initiatives are intended to enable the maturing of focused research communities that build on existing strengths across the University, are broader in scale than existing research groups, have a distinctive multidisciplinary emphasis, are in selected areas seen as a priority for the University, and that have identified significant potential to harness cross- University capabilities to open up new targeted funding opportunities. Hallmark Initiatives will have a structure that will provide support and coordination for activities. Leadership of a Hallmark Initiative resides with a Steering Group, with an initiative chair and an academic convenor.

The Academic Convenor is a research-related role for a candidate who is research active in a related field. The Academic Convenor will provide support to the Steering Group and the community around which the Initiative is formed. Under the guidance of the Steering Group, the Convenor will facilitate and support research enabling activities in selected theme areas, oversee the Initiative budget, assist in annual reporting, identify and engage with potential research collaborators and to attract research funding; and oversee planning, communication and administration of Initiative research seminars, workshops and like events. The academic convenor will work with the initiative chair and the Steering Group to actively seek to develop activities where Initiative support can lead to larger scale outcomes such as COEs, NCP scheme opportunities or industrial engagement opportunities. Key Responsibilities are listed in Section 3.

At Level C this should reflect mastery of academic skills and excellent performance.

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Make Under the guidance of the Steering Group, facilitate and support interdisciplinary research enabling activities in selected theme areas, oversee the Initiative budget, and prepare annual activity and financial reports;
- ▶ Overall coordination of workshops, research seminars, conferences and like events in defining scope, speaker choices, overall goals of each endeavour with input from the Steering Group;
- ▶ Work closely with the Melbourne Research Institutes, Melbourne Research and the University's engagement and partnership office to identify and engage with potential research collaborators and to attract funding for interdisciplinary research;

- ▶ Assist in the development and distribution of all promotional materials for the initiative and regularly review the content on the website to ensure it is up to date.

1.2 LEADERSHIP AND SERVICE

- ▶ Organise and MC the annual research workshop, seminars and networking functions.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S).

1.3 ENGAGEMENT

- ▶ Provide support to a University-wide Steering Group that includes senior and mid-career academic members and representatives of external collaborating organisations.
- ▶ Working with the members of the steering group in the specific research focus, to shape the initiatives directions as well as identifying researchers likely to be interested in collaborations in these focus areas.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A PhD in Engineering, Physical Sciences, Biomedicine, or an associated discipline;
- ▶ Substantive experience in research with a drug discovery/therapeutic technology focus;
- ▶ Demonstrated ability to manage competing priorities and excellent time management skills;
- ▶ An established track record in research, with a sound publication record;
- ▶ Demonstrated ability to obtain funding for research with a drug discovery/therapeutic technology focus;
- ▶ A developing profile in teaching or research supervision of graduate students.
- ▶ Demonstrated experience in project management, including developing high quality communication materials as well as managing events.
- ▶ Outstanding communication skills, both oral and written;
- ▶ Demonstrated ability to develop collaborations with a wide range of external researchers such as Industry, Government and National and International laboratories;
- ▶ Very highly developed interpersonal skills with ability to liaise with researchers from a diverse set of background and levels;
- ▶ Familiarity with existing University of Melbourne Therapeutic Technology Research Community.

In addition to the above, essential criteria for a Level C appointment are:

- ▶ Experience of leading research projects and activities
- ▶ A strong track record of publications in peer reviewed journals
- ▶ Experience leading research teams
- ▶ Experience of postgraduate supervision

2.2 DESIRABLE

- ▶ Background or experience in drug/therapeutic discovery methods;
- ▶ Track record of multi or interdisciplinary research;
- ▶ International network in Therapeutic Technologies;
- ▶ Experience in postgraduate student supervision;
- ▶ Experience in chairing/organizing conferences and symposia.

2.3 SPECIAL REQUIREMENTS

- ▶ Experience in engaging with researchers from a number of diverse disciplines, backgrounds and levels of research experience

3. *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.

4. *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.

5. Other Information

5.1 ORGANISATION UNIT

<http://biomedsciences.unimelb.edu.au/departments/pharmacology>

<http://biomedsciences.unimelb.edu.au/>

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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 annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

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.

5.3 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>.

5.4 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/our-research/research-at-melbourne>

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.

5.5 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 <http://www.unimelb.edu.au/governance>