



POSITION DESCRIPTION

Department of Microbiology and Immunology
Faculty of Medicine, Dentistry and Health Sciences

Project Officer

POSITION NO	0043506
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed term until 31/12/2018 Fixed term contract type: External Funding
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	Capucine Penicaud Tel +61 3 9035 9695 Email marie-capucine.penicaud@unimelb.edu.au <i>Please do not send your application to this contact</i>

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about.unimelb.edu.au/careers

Position Summary

The Peter Doherty Institute for Infection and Immunity is seeking to appoint a Project Officer to coordinate the Institute's Antimicrobial Resistance strategy and support the activities of Doherty Applied Microbial Genomics.

The Project Officer will work under the guidance of the Theme leaders, Antimicrobial Resistance and Healthcare associated Infections (AMR) and report to the Medical and Scientific Directors, Doherty Applied Microbial Genomics. The Officer will be working in collaboration with internal or external stakeholders.

The successful applicant will provide project coordination, external engagement, grant writing and administrative services to the institute's scientific leadership in the areas of AMR and Genomics.

1. Key Responsibilities

- ▶ Coordinate AMR executive group activities including the development of the Institute's local, national, regional and global strategy. Organise and facilitate meetings follow-up and implement action items.
- ▶ Develop project plans and budgets based on the AMR strategy. Ensure implementation of these plans.
 - Develop high-quality funding proposals to support these plans.
 - Coordinate mentorship programmes and trainings.
 - Report to theme leaders against project plans.
 - Evaluate the impact of these plans.
- ▶ Act as AMR point person within the Institute. Dispatch and answer requests from external partners.
- ▶ Coordinate activities within Doherty Applied Microbial Genomics, including:
 - Organisation and facilitation of meetings, follow-up and implement action, organise and coordinate symposia and genomics training programs;
 - Contribute to and coordinate research grant applications and other funding requests; ensure maintenance of DAMG's website;
 - Engage with external partners/researchers to assist development of new collaborative research projects; engage with relevant partners to ensure a greater understanding of the role and benefits of microbial genomics in public health and clinical microbiology.
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary qualification in management or public health or related field and relevant experience or an equivalent combination of relevant experience and/or education and training

- ▶ Demonstrated project management experience in the management of research collaborations
- ▶ Demonstrated ability to work effectively as a team player, to support colleagues to deliver project outcomes
- ▶ Demonstrated detail orientation, proactive attention to outcomes and expectations, and the ability to understand and effectively utilise financial information
- ▶ Well-developed interpersonal communication skills demonstrated through successful liaising, negotiating, consulting, and influencing of diverse stakeholders
- ▶ High-level ability to priorities, plan and organize workflows to tight time frames, handle multiple tasks, and be flexible with changing priorities
- ▶ Demonstrated ability to be solution-focused to problems and complex program issues, anticipate barriers

2.2 DESIRABLE

- ▶ Ability to develop high quality funding proposals for AMR activity
- ▶ Prior experience or interest in antimicrobial resistance, microbiology or drug prescribing
- ▶ Established networks with organisations such as involved in AMR initiatives would be regarded favourably

2.3 SPECIAL REQUIREMENTS

- ▶ N/A

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The coordinator would report to the theme leaders, and is expected to work under their general direction, as well as working in collaboration with internal or external stakeholders.

The incumbent should be able to demonstrate initiative and responsibility for day-to-day tasks, with more detailed direction being given when required and requested. The position will require a high level of independence and management of complex relationships with partner organisations.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to demonstrate initiative, judgement and problem solving ability with respect to project management. The appointee will make independent judgements, based on experience, knowledge and expertise, to evaluate problems and provide solutions in the context of this project. The appointee must be able to communicate effectively with other staff members and encourage a pleasant work environment.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This role requires development of an extensive knowledge of the funding and implementation of international research and public health activities and how similar

initiatives have been facilitated. The position will need to develop a broad understanding of AMR and develop professional relationships as required.

3.4 RESOURCE MANAGEMENT

The appointee will be responsible for using resources in line with Institute and University policies and procedures, and with approval from the Supervisors. The appointee will be responsible for the development and monitoring of the projects budgets.

3.5 BREADTH OF THE POSITION

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application.

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 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 strive to service for excellence and reach the targets of Growing Esteem.

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 DEPARTMENT OF MICROBIOLOGY & IMMUNOLOGY

The Department of Microbiology & Immunology is one of the departments within the School of Biomedical Sciences in the Faculty of Medicine, Dentistry and Health Sciences. Further information is available at <http://www.microbiol.unimelb.edu.au/> and <http://bsac.unimelb.edu.au/>.

6.2 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

The Doherty Institute is a world-class institute combining research in infectious disease and immunity with teaching excellence, reference laboratory diagnostic services, epidemiology and clinical services. It is a joint venture between the University of Melbourne and Melbourne Health.

A new, purpose-built building for the Doherty Institute was completed in early 2014. The members of the Doherty include the Department of Microbiology and Immunology and the Microbiological Diagnostic Unit Public Health Laboratory of the University of Melbourne, the Victorian Nosocomial Infection Surveillance System, The Victorian Infectious Diseases Reference Laboratory, The Victorian Infectious Diseases Service, and The World Health Organisation Collaborating Centre for Reference and Research on Influenza.

Further information about the Doherty Institute is available at:
<http://www.doherty.unimelb.edu.au>

6.3 SCHOOL OF BIOMEDICAL SCIENCES

www.biomedicalsciences.unimelb.edu.au

The School of Biomedical Sciences is part of the Faculty of Medicine Dentistry and Health Sciences. It was established on 1 January 2015 and comprises the Departments of Anatomy and Neuroscience, Biochemistry and Molecular Biology, Microbiology and Immunology, Pathology, Pharmacology and Therapeutics, and Physiology.

Situated on the University's Parkville Campus in a rich medical practice and research precinct the School has much to offer research and teaching staff alike.

6.4 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.

6.5 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>.

6.6 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.

6.7 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/governance>