



POSITION DESCRIPTION

The Peter Doherty Institute for Infection and Immunity
Faculty of Medicine, Dentistry and Health Sciences

Project Officer

POSITION NO	0044086
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 position available for 3 years Fixed term contract type: Externally funded contract employment
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 , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Andrea Fischer Tel +61 3 8344 3406 Email andrea.fischer@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 websites:

hr.unimelb.edu.au/careers

Position Summary

This is a project management role, providing co-ordination and administrative support for a range of HIV Cure activities, including clinical studies, research projects, international collaborations, community liaison and management of the Victorian HIV Cure Consortium. The Project Officer will be required to be highly organised, communicate effectively with a diverse group of individuals, and set priorities to assist in completion of HIV Cure activities. The Project Officer is required to demonstrate a high level of professionalism and initiative, and will work collaboratively within a team of researchers to support them to meet project objectives. The project officer will promote group communication and interaction through organisation of teleconferences, distribution of relevant information through the group's email lists, and co-ordination of meetings. The Project Officer will work closely with the Director, and report to the Research Manager of the Doherty Directorate.

1. Key Responsibilities

- ▶ Provide project coordination and administrative support for multiple HIV Cure studies and programs, including the development of a new initiative – the Victorian HIV Cure Consortium.
- ▶ Develop project plans and budgets for the Victorian HIV Cure Consortium and other major research grants from the NHMRC and international funders. Ensure implementation of these plans.
- ▶ Establish and maintain project meeting schedules, organise and facilitate meetings, follow-up goals and implement action items.
 - Preparation of meeting agendas
 - Identification of key issues for discussion and review
 - Recording of meeting minutes
 - Tracking action items
 - Dissemination of project information
- ▶ Act as point-of contact for all communications across HIV Cure research projects.
- ▶ Ensure compliance with reporting requirements, including the preparation of progress reports and monitoring of budgets for selected activities.
- ▶ Support in the preparation of grant applications and maintaining NHMRC RGMS profiles for researchers involved in the HIV Cure program.
- ▶ Maintain regular contact with external collaborators and key stakeholders as directed by the director
- ▶ Comply with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant tertiary qualification with experience in management of projects in the research sector or an equivalent combination of relevant experience and/or education/training.
- ▶ Excellent organisational and administrative skills with the ability to work with a high level of attention to detail in relation to preparation of documentation, compliance and reporting requirements.
- ▶ Demonstrated ability to work independently and as part of a team.
- ▶ Demonstrated problem solving skills with the ability to deliver creative solutions.
- ▶ A high level of self-motivation and initiative in the organisation of group activities, workshops and conferences.
- ▶ Demonstrated ability to develop clear project plans and timelines, communicate effectively with stakeholders, and monitor project progress.
- ▶ Excellent interpersonal, written and verbal communication skills to support group interaction, including preparation of minutes and assistance with summary reporting documents.
- ▶ Ability to adapt to evolving project demands, and demonstrate flexibility of approach to achieve objectives.
- ▶ Proficiency in a range of computing applications including Microsoft Office suite, databases and web-based systems.

2.2 DESIRABLE

- ▶ Experience in the coordination and management of clinical research projects.
- ▶ Familiarity with reporting systems and processes of the University of Melbourne.
- ▶ Familiarity with adjunct funding opportunities for early career researchers to support research capacity development.

3. *Job Complexity, Skills, Knowledge*

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Project Officer will work closely with the Director who will provide general to broad direction. A reasonable level of independence is required in liaison with a diverse group of investigators, with provision of support on request.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have the discretion to innovate within own function and take responsibility for outcomes. Initiative in organisation, planning and problem solving are required in the assigned tasks, within a supportive environment.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This role requires development of an extensive knowledge of the structure of the Doherty Institute. Familiarity with project management and team organisation is essential to the role. Knowledge of the systems and processes of the University of Melbourne is highly desirable.

The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. The incumbent would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

3.4 RESOURCE MANAGEMENT

The incumbent will be responsible for using resources in line with Institute and University policies and procedures.

The role includes responsibility for distribution of allocated funds to the institutions that make up the consortium, together with local expenses, within pre-agreed constraints.

3.5 BREADTH OF THE POSITION

The Project Officer works closely on the functions of the HIV Cure program researchers. There is also interaction with variety of staff within the Peter Doherty Institute for Infection and Immunity and its partner organisations as well as participants from the collaborating Universities.

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 desire to strive 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 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

The Doherty Institute is a world-class institute combining research, teaching, public health and reference laboratory services, diagnostic services and clinical care into infectious diseases and immunity. It was officially opened in September 2014 and is a joint venture between the University of Melbourne and Melbourne Health. The Doherty Institute has a major focus on diseases that pose serious public and global health threats such as influenza, tuberculosis, HIV, viral hepatitis, Ebola and drug resistant bacteria. The Doherty's activities are multi-disciplinary and cross-sectoral, placing great emphasis on translational research and improving clinical outcomes. Teams of scientists, clinicians and epidemiologists collaborate on a wide spectrum of activities - from basic immunology and discovery research, to the development of new vaccines and new preventative and treatment methods, to surveillance and investigation of disease outbreaks.

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

6.2 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 \$630m 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 researchers 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.

6.3 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 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.

6.5 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>