

POSITION DESCRIPTION



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

Project Coordinator – SPECTRUM/SPARK

POSITION NO	0049670
CLASSIFICATION	PSC 6
SALARY	\$83,301 - \$90,170 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time
BASIS OF EMPLOYMENT	Fixed term position available to 31 December 2021
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	Prof Jodie McVernon Tel +61 3 8344 0633 Email j.mcvernon@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:
about.unimelb.edu.au/careers

Position Summary

This is a project management role, providing co-ordination and administrative support to two closely related and highly collaborative research consortia focused on improving the generation and use of evidence to support decision making for control of infectious diseases in Australia and the Asia-Pacific region. Both projects are administered through the Peter Doherty Institute for Infection and Immunity:

- Supporting Participatory Evidence generation for the Control of Transmissible diseases in our Region Using Modelling (SPECTRUM) – a National Health and Medical Research Council (NHMRC) funded Centre of Research Excellence;
- *Strengthening Preparedness in the Asia-Pacific Region through Knowledge (SPARK)* – a capacity development project funded by the Department of Foreign Affairs and Trade's (DFAT) Indo-Pacific Centre for Health Security.

The Project Coordinator is required to demonstrate a high level of professionalism and initiative and will work collaboratively within a nationally and internationally distributed team of researchers, to promote group communication and interaction through maintenance of the group's website, organisation of teleconferences, distribution of relevant information through the group's email lists, and co-ordination of face to face meetings, conferences and workshops. The Project Coordinator will be required to be highly organised, communicate effectively with a diverse group of individuals, and set priorities to assist in completion and reporting of activities to external deadlines. The position reports directly to Prof Jodie McVernon, who leads both projects.

1. Key Responsibilities

- ▶ Provide project coordination and administrative support for the collaborative and training activities of SPECTRUM and SPARK;
- ▶ Work collaboratively within a nationally distributed team of researchers, to promote group communication and interaction through maintenance of the group's website, organisation of teleconferences, distribution of relevant information through the group's email lists, and co-ordination of face to face meetings;
- ▶ Show initiative in the organisation and planning of workshops and functions, including travel arrangements;
- ▶ Liaise with service providers including venues, accommodation and catering, to coordinate arrangements for events and activities;
- ▶ Assist in record keeping and compliance reporting by minuting meetings, keeping detailed records of funding distributions to partners and external parties, and contributing to preparation and dissemination of reports to relevant parties;
- ▶ Assist with identification of opportunities for co-funding and/or engagement activities to further group development;
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Extensive relevant experience in management of projects in the higher education and research sector;
- ▶ Strong interpersonal and verbal communication skills with the ability to relate effectively with a range of people across all levels of the organisation;
- ▶ Demonstrated ability to work independently and as part of a team;
- ▶ Excellent organisational and administrative skills and the ability to work with a high level of attention to detail in relation to preparation of documentation, compliance and reporting requirements;
- ▶ Excellent written communication skills, including preparation of minutes and assistance with summary reporting documents;
- ▶ Demonstrated ability to develop clear project plans and timelines, communicate effectively with stakeholders, and monitor project progress;
- ▶ Demonstrated problem solving/analytics 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;
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite.

2.2 DESIRABLE

- ▶ Familiarity with reporting systems and processes of the University of Melbourne;
- ▶ Familiarity with the reporting requirements of external funding agencies (NHMRC, DFAT).

2.3 SPECIAL REQUIREMENTS

- ▶ Some flexibility in days and hours of work may be required to provide support for workshops and functions (given appropriate advance warning).

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under general to broad direction depending upon experience and the complexity of the tasks, within the context of a supportive group environment.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have the discretion to innovate within own function and take responsibility for outcomes; undertake planning involving resources use and develop proposals for resource allocation.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

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 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 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

doherty.edu.au

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.

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 \$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.

6.3 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>