



POSITION DESCRIPTION

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

Project Manager - Computational Science Initiative

POSITION NO	0053478
CLASSIFICATION	UOM 7
SALARY	\$96,002 - \$103,921 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed term position available for 4 years
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-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	Andrea Fischer Tel +61 3 834 43406 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:

about.unimelb.edu.au/careers
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Position Summary

The Project Manager is responsible for coordinating the Computational Science Initiative at the Peter Doherty Institute for Infection and Immunity (the Doherty Institute).

Computational and data sciences, incorporating bioinformatics, biostatistics, infectious disease modelling and artificial intelligence has been identified as an area in which substantial new resources are required in order to support both ongoing and new research activities at the Doherty Institute. The Doherty Computational Science Initiative seeks to utilise computational and data sciences to support 3 main areas of activity across the Institute:

1. Discovery Science
2. Public Health
3. Clinical Sciences

The Project Manager is responsible for the support of the discovery science component of program as well as support the integration of the broader Doherty Computational Science Initiative. The role works under the guidance of the steering group for the Doherty Computational Science Initiative. The Project Manager works in collaboration with internal and external stakeholders.

The role provides project coordination, external engagement, and administrative services to the Institute's scientific leadership. The Project Manager is responsible for promotion of the application of new technology in an integrated and collaborative manner across the Institute in this area through the development of a strategic plan, platform operating models and managing the implementation of activities.

The Project Manager reports to the Executive Officer of the Institute and sits within a vibrant and professional team.

1. Key Responsibilities

- ▶ In collaboration with the Chair of the Doherty Institute Computational Sciences Executive, manage the design of the Doherty Computational Sciences Initiative.
- ▶ Provide program management and support to the Doherty Computational Sciences Initiative.
- ▶ Coordinate the Initiative's strategic plan and oversee implementation of activities to meet Initiative objectives.
- ▶ Develop and maintain collaborative relationships with key internal and external stakeholders to support the development of the Initiative.
- ▶ Assist with identification of opportunities for co-funding and/or engagement activities to further development of activities.
- ▶ Show initiative in the organisation and planning of meetings, workshops and functions.
- ▶ 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.
- ▶ 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

- ▶ Master's Degree or PhD, preferably in Biological sciences, Public Health, or other related field.
- ▶ Demonstrated expertise in managing complex projects with multiple stakeholders, such as the management of technology platforms, financial and budget reporting.
- ▶ Excellent organisational and administrative skills, 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.
- ▶ 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.

2.2 DESIRABLE

- ▶ Familiarity with reporting systems and processes of the University of Melbourne.
- ▶ Experience in the management of activities related to infectious diseases, large data or bioinformatics.

2.3 SPECIAL REQUIREMENTS

- ▶ Some flexibility in days of work may be required to provide support for workshops and functions.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Project Manager will report directly to the Executive Officer of the Institute who will provide general to broad direction. A reasonable level of independence is required in liaison with a diverse group of stakeholders, 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 position covers a wide range of tasks, routine and complex, relying on a broad understanding of the Institute's mission, goals and structure and of the University policy and procedures relevant to this activity.

The position contributes to a range of activities that have a wide impact in the Doherty Institute, the university and in the public arena.

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:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

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

www.doherty.edu.au

Finding solutions to prevent, treat and cure infectious diseases and understanding the complexities of microbes and the immune system requires innovative approaches and concentrated effort. This is why The University of Melbourne – a world leader in education, teaching and research excellence – and The Royal Melbourne Hospital – an internationally renowned institution providing outstanding care, research and learning – have partnered to create the Peter Doherty Institute for Infection and Immunity (Doherty Institute); a centre of excellence where leading scientists and clinicians collaborate to improve human health globally.

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 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

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 <https://about.unimelb.edu.au/strategy/governance>