



THE UNIVERSITY OF
MELBOURNE

Appointment of
**Director of Infrastructure &
Operational Services**
Faculty of Medicine, Dentistry and Health Sciences



Faculty of Medicine, Dentistry and Health Sciences

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) is Australia's pre-eminent medical, health sciences and biomedical faculty and is recognised for its research, teaching, training and policy leadership across all of these fields.

The Faculty employs more than 1 900 members of staff, attracts more than 8 000 students each year and comprises six schools; 33 departments, centres and institutes; and 128 courses. It contributes almost 50 per cent of all research conducted across the University.

The Faculty is Australia's overall leader in clinical, pre-clinical and health sciences and was ranked 9th globally in 2018 by the Times Higher Education World University Rankings. In the field of clinical medicine and pharmacology, the Jiao Tong ranks the University of Melbourne as the first in Australia and number 29 in the world in 2019. The University educates more health professionals, graduates, research and higher degree students and attracts more national competitive funding than any other Australian university.



Co-authorship with more than 140 countries in the last five years. Top five countries are the United States, England, Canada, Germany and the Netherlands.



Annual research income of more than A\$225million: 50 per cent of the University of Melbourne total.



More than 4 000 peer reviewed publications every year: 44 per cent of publications include an international co-author.



Approximately 1 500 graduate research students conduct research supervised by over 1 500 staff and honoraries across the Faculty's six schools and in affiliated health services and research institutes.



University departments are embedded in a range of health services including the Austin Hospital, Northern Hospital, Royal Melbourne Hospital, St Vincent's Hospital, The Royal Women's Hospital and rural partners such as Goulburn Valley Health.



The Faculty employs over 1 300 academic research staff. Hospital departments employ 39 per cent of MDHS academic staff. The University has over 2 000 hospital-based honorary staff and more than 500 honorary staff in partner institutes.



The Faculty offers a suite of professional entry Masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Science (DDS) and the Doctor of Physiotherapy (DPhysio). There are also a number of other successful graduate programs such as the Master of Biomedical Science, Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry and many more in nursing, social work, health sciences and psychology. These programs which are unparalleled in the Australian higher education system provide new approaches to educating health care professionals and are specifically designed to better align student attributes to the sector's needs.

The Faculty has strong collaborative links within the Melbourne Biomedical Precinct, as well as with many leading national and global research institutes, clinical centres and health-related industries. These collaborations provide students, researchers, educators and clinical academics with excellent resources and infrastructure. They have led to significant medical breakthroughs and fostered new world-class facilities such as the Victorian Comprehensive Cancer Centre, Melbourne Brain Centre, Doherty Institute and Royal Children's Hospital campus.

Melbourne Biomedical Precinct

The Faculty is a key collaborator within the Melbourne Biomedical Precinct – a leading global research and teaching hub and one of the top five biomedical precincts in the world. Precinct partners share an impressive history of ground-breaking medical discoveries and developments, as well as a future-focused outlook on innovative and transformative health care. The 25 precinct partners, located within easy reach of each other, are engaged in breakthrough research, education and the delivery of clinical care and health services. This dense concentration of hospitals, research facilities and academic campuses provides the opportunity, which is unparalleled in Australia, for talented individuals from a range of disciplines to engage in world-class collaborations.



Position Summary and Selection Criteria

Salary: An attractive salary package will be negotiated.

Superannuation: Employer contribution of 17%

Working hours: Full time

Basis of Employment: Continuing position

The Faculty of Medicine Dentistry and Health Sciences (MDHS) operates and manages a large portfolio of specialist clinical research, laboratory and office spaces in multiple campuses, research institutes and health services areas throughout Victoria.

The primary purpose of this position is to lead a high functioning team to scope, manage and deliver complex and interdependent projects, services and resources. This is underpinned through engagement with key internal and external stakeholders, efficient business operations, and strategic leadership.

Reporting to the Chief Operating Officer and working within a self-directed framework, the Director of Infrastructure is part of the Faculty Directorate with integrated links to our six schools. The role is responsible for leading the planning, program management, compliance and implementation of the Faculty's physical infrastructure to deliver high-quality Learning, Teaching, Research and Support Service facilities. This includes overall responsibility for the faculty's OHS program.

The Director of Infrastructure plays an important role in contributing to the development of the Faculty's strategic plan that ensures sustainability, operational excellence and the delivery of capital projects and development objectives of the University, Faculty, and its strategic partnerships with Medical Research Institutes, hospitals, government and industry.

There is also significant management responsibility in being able to plan, direct and manage major change. This can include relocation of large working units, driving new and innovative ways of working, and building compelling business cases that support strategic initiatives to drive agreed outcomes.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability.



1. Selection Criteria

1.1 ESSENTIAL

- Five years senior management experience in a complex role with responsibility for large infrastructure programs
- Postgraduate qualification in a relevant discipline
- Excellent interpersonal and networking skills coupled with the ability to build strong and meaningful relationships with key internal and external stakeholders
- Experience in managing a multi-disciplinary team at a senior level
- Demonstrated inclusive leadership and negotiating skills and a successful record of working consultatively and collaboratively to achieve the key objectives within budget and specified timelines
- Excellent oral and written communication skills
- Excellent conflict resolution skills
- Proven ability to engage with stakeholders at all levels of an organisation to create a network of influence that delivers results
- Demonstrated ability to design and lead change programs
- Strong financial and analytic skills
- Ability to prepare, review and interpret construction documentation in the form of formal contracts, architectural and engineering drawings and detailed specifications and bills of quantities

- Leadership in OHS management systems
- Extensive overall knowledge of the building industry, Building Codes and Regulations and OH&S standards (NATA)

1.2 DESIRABLE

- Experience in Laboratory and Occupation Health & Safety Management within a similar environment such as higher education, health or research institutes
- An understanding of the discipline requirements of Medical and Health Science education and clinical facilities along with the challenges facing contemporary higher education
- Overall knowledge of regulations; including wet and dry laboratories, workshops and risk assessments
- Leadership in laboratory compliance
- Knowledge of health services and research institutes infrastructure environments and emerging research technologies
- Understanding of service level agreements, Heads of Agreement, licence and lease contracts.

2. Special Requirements

- Some work-related events occur outside of standard hours.
- A working with Children and Police Check is required



The University of Melbourne

Established in 1853, the University of Melbourne is a public-spirited institution with an outstanding reputation for excellence in research, learning and teaching, and engagement.

With a history of more than 160 years, the University occupies a special place in the heart of Melbourne's intellectual and cultural scene. It offers a vibrant and stimulating environment for more than 7 000 staff members and 50 000 students, including 12 000 international students from more than 120 countries. It has an annual budget exceeding A\$2 billion.

Ranked as the leading university in Australia, and situated at 38 on the Academic Ranking of World Universities (ARWU), it is consistently situated among the fastest-rising research universities. The University is counted among the best in the world – 32 by the Times Higher Education and 26 by the US News & World Report Rankings.

The Melbourne Model

Building on long-standing traditions of leadership and innovation in teaching and embracing international developments in curriculum design, the University introduced the Melbourne Model in 2008. The distinctive educational model offers degrees in three broad cycles. At Bachelor level, students select from one of six broad degrees (offering a total of 87 major fields of study) and a limited number of specialist offerings. These programs lay the intellectual foundations for future employment or further study. Most professional qualifications are subsequently offered at Masters level, where students can choose from a variety of professional or specialist graduate programs offering intensive graduate-level experiences that promote deep professional learning. At Doctoral level, students work alongside and are nurtured by international research leaders in a broad range of fields.

The Melbourne Model's curriculum combines academic breadth with disciplinary depth to strategically reposition the University in an increasingly globalised higher education framework. The University prepares its students to enter a world marked by rapid change where graduates must possess the applicable knowledge, and flexible and adaptable skills, to succeed.



Living and Working in Melbourne

Geography

Melbourne is the capital city of Victoria - and is the second largest city in Australia with a population of more than 4.5 million people and a metropolitan area of 9990.5 km². The Economist Intelligence Unit has rated Melbourne one of the world's most liveable city for six consecutive years, based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University's main Parkville campus is based, covers 37.7 km² and has a population of more than 143 000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is home to residents from 180 countries who speak more than 233 languages and dialects and follow 116 religious faiths. The Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung people of the Kulin Nation are the Traditional Owners of the land now known by its European name of Melbourne.

The City of Melbourne is recognised as Australia's cultural capital with a number of world-class galleries and museums, internationally renowned food and wine regions, and an impressive year-round calendar of events catering for all tastes.

Parkville Campus

The Parkville campus provides easy access to cafes, shops and services; libraries with extensive collections; as well as cultural and sporting facilities. Nearby Lygon Street is home to a huge variety of cafes and shops while the northern end of the University is adjacent to the popular Princes Park, hosting a range of outdoor activities.

Parkville is recognised as the hub of Australia's premier knowledge precinct, comprising eight hospitals as well as numerous leading research institutes and knowledge-based industries. Although a sizeable portion of the Faculty of Medicine, Dentistry and Health Sciences is located in Parkville, the Faculty also has academic departments co-located at a range of health services throughout the Melbourne metropolitan area and rural and regional Victoria. These include St Vincent's Hospital, The Royal Victorian Eye and Ear Hospital, Austin Hospital, Western Health, Northern Health as well as the Department of Rural Health based at Shepparton in the Goulburn Valley with health services affiliations to almost 40 smaller towns in rural Victoria.



People and Benefits

The University is committed to providing an intellectually stimulating and personally rewarding workplace that attracts people who are the best in their professional, academic and teaching fields.

Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. The University is proud of its many staff who have been recognised through prestigious national and international awards and membership of Australia's learned Academies. Among the many scholars of international renown at the University is the winner of the Nobel Prize – Professor Peter Doherty (Physiology and Medicine) and many other public intellectuals and scientific leaders.

The Benefits

The University offers staff more than just a job – it offers them an opportunity to be part of a dynamic world-class organisation which provides its staff with exceptional benefits and support at every stage of their life and career:

- Working in a culturally inclusive environment
- Engaging in an active and vibrant campus life
- A focus on health and wellbeing
- Outstanding staff benefits in addition to competitive salary packages

Staff benefits on offer at the University include the opportunity to salary package everything from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs and circumstances, including generous relocation support. University course fees can also be salary packaged and come at a 25 per cent discount for staff and their immediate families.

The University also offers a family friendly environment for individuals that need increased flexibility, providing generous leave and working conditions. The University has been recognised as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of Athena SWAN in Australia.



Further Information and Website Addresses

General information about the University of Melbourne is available through its website at www.unimelb.edu.au

About the University of Melbourne
about.unimelb.edu.au

The University of Melbourne's Strategic Plan 2015-2020:
Growing Esteem
growingesteem.unimelb.edu.au

2017 Annual Report
about.unimelb.edu.au/strategy/annual-reports

Faculty of Medicine, Dentistry and Health Sciences
mdhs.unimelb.edu.au

Melbourne Medical School
medicine.unimelb.edu.au

For queries, please email
MDHStalent-acquisition@unimelb.edu.au

Please do not send your application to this email address.

To Apply

Please apply via the job site you visited.

Your application submitted should include a Cover Letter and CV along with your responses against the selection criteria found in the Position Description for the role.

Applications close January 13, 2020



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