

# POSITION DESCRIPTION



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

## Education and Training Project Officer

<b>POSITION NO</b>	0043392
<b>CLASSIFICATION</b>	UOM 6
<b>SALARY</b>	\$83,301 - \$90,170 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Part time (0.6 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-term until 31 December 2021
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor Richard Strugnell Tel +61 3 8344 5712 Email <a href="mailto:rastru@unimelb.edu.au">rastru@unimelb.edu.au</a> <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Education and Training Project Officer's role is to support the development of selected education and training activities at the Peter Doherty Institute for Infection and Immunity (the Doherty Institute). This would include supporting the implementation and success of the Institute's PhD Program. In the implementation of this activity, this position will report to the directors of the PhD program and be responsible for the delivery of a range of activities, including workshops, seminars, and internships for participants in the Doherty Institute's PhD program and to ensure compliance with University Academic policy and procedure.

As a specialist, inter-disciplinary organisation, the Doherty Institute offers unique training opportunities for PhD students in infection and immunity. Our aim is to deliver a Doherty PhD Program where graduates receive first class research training in their primary discipline, and additional breadth of real-world experiences and training opportunities beyond their immediate research topic. The opportunities will span epidemiology, clinical and translational research, infectious diseases surveillance, outbreak investigations, industry experience and more. One aim of the Doherty PhD Program is to provide graduates a competitive advantage to allow them to establish fulfilling and influential careers across academia and beyond.

The role would also support the development of other educational activities such as providing support to the Education and training committee, mapping education and training activities across the Doherty Institute, coordination with other post-graduate student activities, and event management of the Doherty Institute Annual Symposium.

### ***1. Key Responsibilities***

- ▶ Maintain an administrative system, required to support the implementation of the Doherty PhD Program. This task will include working within the University Learning Management System (LMS) or other web-based platforms available within the University to ensure recording of student participation in professional development activities and that each student's record of training/professional development is subsequently available to the student.
- ▶ Coordinate all activities under this program including student workshops, internships and other activities.
- ▶ Collaborate with the Faculty Research Development team and the Chancellery PhD Program Best Practice Committee to ensure consistency between the Doherty PhD Program and other such activities offered by the University.
- ▶ With the Institute's Communication Team, develop materials to market and promote the Doherty PhD Program.
- ▶ Provide support to and help coordinate meetings with the Industry Advisory Group for the Doherty PhD Program and the Institute's Training and Education Committee.
- ▶ Provide project coordination and administrative support for Institute-support education and training activities, including the administration of our scholarship programs.
- ▶ Work collaboratively with our post-graduate student association to coordinate and support activities.
- ▶ Under the direction of the Education and Training Committee support the delivery of the Doherty Institute Annual Symposium.
- ▶ Assist in the development of new activities within this portfolio.
- ▶ 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 degree with substantial relevant experience in a higher education setting, or an equivalent combination of relevant experience and/or education and training
- ▶ Demonstrated experience in managing activities to achieve group outcomes
- ▶ Highly developed interpersonal skills with the ability to liaise and work effectively with a range of people across all levels of the organisation
- ▶ Excellent oral and written communication skills; the ability to understand, interpret and communicate complex policies and procedures verbally and in writing to a range of audiences
- ▶ Ability to work independently on a diverse range of activities while remaining an active member of a larger team
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines
- ▶ Ability to build and maintain effective and productive relationships with a wide range of stakeholders, both internal and external to the University

### **2.2 DESIRABLE**

- ▶ A high level of proficiency in the use of StudentOne or other enterprise management system
- ▶ Experience in the higher education sector and/or an understanding of the structure of a Australian PhD
- ▶ Demonstrated experience in the administration of academic programs of a course work nature

### **2.3 SPECIAL REQUIREMENTS**

- ▶ Occasional out of hours work required assisting with functions, workshops or meetings.
- ▶ Annual leave must be taken at a time which accommodates the peak workflows of the area

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent will work within the Directorate of the Doherty Institute, reporting to the Heads of the PhD Program and the Executive Officer of the Institute. The incumbent is expected to independently relate existing policy to his or her work and think creatively about how to maximize the student experience and deliver excellent support to academic staff.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The incumbent will have the discretion to innovate 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 expectations of PhD training at the University of Melbourne and the members and structure of the Doherty Institute. Familiarity with project management 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 the development of an annual budget for all activities, and the expenditure of funds within pre-agreed constraints.

### 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 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](http://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](http://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/unisec/governance.html>.