



POSITION DESCRIPTION

Department of Anatomy and Neuroscience
Faculty of Medicine, Dentistry and Health Sciences

Project Officer/Senior Project Officer (two positions)

POSITION NO	0046793
CLASSIFICATION	PSC7 or PSC8
SALARY	PSC7: \$81,181 – \$95,444 per annum PSC8: \$99,199 - \$107,370 per annum
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Full time, fixed-term position available to 30 June 2021 Fixed term contract type: Research
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
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.
CONTACTS FOR ENQUIRIES ONLY	Verity McDonald, Operations Manager, Stem Cells Australia T: +61 3 8344 2652 E: verity.mcdonald@unimelb.edu.au <i>Please do not send your application to these contacts</i>

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

Stem Cells Australia (SCA) is seeking a project officer to develop translational opportunities from teams of stem cell researchers across Australia. The role will include review of scope and capacity of stem cell research, and the assembly of stem cell teams towards specific disease areas, clinical translation programs or commercialisation opportunities. The incumbent will liaise with researchers within the SCA research programs to develop proposals for disease teams, including the scoping of research and translation components. They will also support existing disease teams to deliver against milestones and assist in required reporting.

SCA is a national initiative that was established in 2011 by the Australian Research Council (ARC) under the Special Research Initiative in Stem Cell Science scheme. SCA has received \$24 million from ARC and in 2018 received an additional \$3 million from the Australian Government Department of Health through the Accelerated Research Program of the Medical Research Future Fund. The initiative links over 300 experts in bioengineering, nanotechnology, stem cell biology, advanced molecular analysis and clinical research across 14 leading Australian universities and medical research institutions and is led by The University of Melbourne.

We are looking for an energetic and organised individual with a scientific background, and an interest in research management and clinical translation of research. The role requires engagement with stakeholders from government, community and research communities to develop the activities needed for translation of the stem cell research program. The position will work closely with an executive team, will report to the Program Leader of Stem Cells Australia, and be a key collaborative driver across our stakeholder network.

1. Key Responsibilities

1.1 LEADERSHIP

Develop and support an existing SCA disease team in strategic planning and translational delivery of stem cell research, as well as supporting other potential disease teams within the programs of Stem Cells Australia. The role will be required to develop at least one additional disease team, within and/or external to Stem Cells Australia. This includes but is not limited to:

- Project scoping, planning and management of programmatic outcomes
- Understanding the research landscape in stem cell research aligned to the translation goals of the program
- Management and integration of stem cell research activities within disease teams and programs
- Communication within the disease team membership and to the SCA executive
- Project management from submission to delivery, under limited supervision
- Preparation of grant proposals, reports and publications

1.2 RESOURCE MANAGEMENT

Contribute effectively to administrative and other requirements of SCA and undertake effective day to day management of areas of responsibility, including

- Development of research agreements
- Milestone reporting, administration and audit of the Projects
- Applying for funding support from stakeholder groups
- Complying with SCA and University financial management policies and procedures and those of the funding body

1.3 QUALITY ASSURANCE, COMPLIANCE AND PROCESS IMPROVEMENT

- Development and implementation of processes around project evaluation and funding
- Project (including scientific and ethical) and IP risk analysis and management

1.4 EXTERNAL ENGAGEMENT AND KNOWLEDGE TRANSFER

The applicant must be able to describe the Stem Cells Australia portfolio and advocate for the disease team model / goals to mixed audiences, including the scientific community. The role will require regular travel to meet team members across the country. Activities will include

- Planning and executing team engagement and communication activities
- Developing partner relationships with stakeholder groups, including government agencies and charities.
- Identifying and managing opportunities for translation at the project level
- Development and oversight of IP plans.
- Active contribution to translation activities including conferences, training and publications
- Provision of advice at project, team, unit, centre and sector levels
- Initiation and facilitation of stakeholder management meetings
- Reviewing of content and provision of critical analysis for reporting
- Being involved where appropriate in the promotion of research links with outside bodies

2. Selection Criteria

2.1 PSC7 ESSENTIAL

- ▶ A research higher degree in a relevant discipline and at least 4 years subsequent relevant experience and/or education/training
- ▶ Significant experience in research leadership and the formation of successful research partnerships
- ▶ Ability to lead research outcomes from cross disciplinary and collaborative teams including work collaboratively with colleagues across disciplines
- ▶ Evidence of strong time management, organisational and problem-solving skills including the ability to manage competing tasks and timelines with multiple stakeholders
- ▶ High level communication and engagement skills to plan, generate and present oral presentations in a group setting
- ▶ Willingness to drive central processes and procedures within a team setting, including the ability to clearly document processes and procedures
- ▶ Consistent evidence of professionalism in the workplace including management of confidential information

2.2 PSC8 ESSENTIAL (IN ADDITION TO 2.1)

- ▶ A research higher degree in a relevant discipline and postdoctoral experience in a relevant discipline
- ▶ Demonstrated ability to lead research outcomes from cross disciplinary and collaborative teams including work collaboratively with colleagues across disciplines

2.3 DESIRABLE

- ▶ Scientific background pertinent to stem cell biology

- ▶ Experience in the commercial sector, particularly in the biotech or pharma space
- ▶ Experience in financial management

2.4 SPECIAL REQUIREMENTS

- ▶ This role will require regular interstate travel, including overnight absences

3. *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 based on 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 service for excellence and reach the targets of Growing Esteem.

4. *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.

5. *Other Information*

5.1 DEPARTMENT OF ANATOMY AND NEUROSCIENCE

<http://biomedicalsciences.unimelb.edu.au/departments/anatomy-and-neuroscience>

Our research in neuroscience, cell and developmental biology, and anatomical sciences aims to understand fundamental biological mechanisms in order to develop new treatments for injury and disease states. Our researchers are located in the Medical Building and the Melbourne Brain Centre, and include research teams from Stem Cells Australia and the Melbourne Brain Centre Imaging Unit. The Department has excellent research facilities, including confocal, fluorescence and live cell imaging microscopes, laser capture dissection, tissue culture facilities, an excellent histology laboratory and a new molecular biology suite. Our Department also hosts the Australian Phenomics Network Histopathology and Organ Pathology Service, providing detailed histological phenotyping and digital scanning of data from mutant mice. The synergy between these activities provides a vibrant environment for undergraduate and postgraduate training, and a friendly and supportive intellectual community to encourage development of early career researchers.

5.2 FACULTY OF MEDICINE, DENTISTRY & 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.

5.3 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>.

5.4 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.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 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>.