



## POSITION DESCRIPTION

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

### Department Manager

POSITION NO	0045843
CLASSIFICATION	PSC 8
SALARY	\$99,199 – \$107,370 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term to 31 December 2020 Fixed-term contract type: New Organisational Area
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Andrea Fisher Tel +61 3 8344 3406 Email <a href="mailto:andrea.fischer@unimelb.edu.au">andrea.fischer@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:

[www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers)  
[www.hr.unimelb.edu.au/careers/working-at-melb](http://www.hr.unimelb.edu.au/careers/working-at-melb)

## ***Position Summary***

The Doherty Institute is seeking a highly experienced and enthusiastic Department Manager to support the Doherty Institute's academic department contained in the University of Melbourne Doherty Department, under the leadership of the Director. This includes both laboratory and clinical research programs. The Department Manager is expected to be an effective and highly organised leader with a focus on customer service and someone who is seeking to work in a dynamic, exciting and expanding academic environment.

The Department Manager is responsible to the Director of the Doherty Institute for the efficient and coordinated delivery of day-to-day office administration and financial and physical resource management for the Doherty Department's research program. This includes coordination of administrative support, resources, HR and compliance programs and ensuring local guidelines and procedures are documented and communicated to staff, to support efficient administrative operations that are in accordance and align with University policy and procedures and contribute to the success of the Doherty Institute Translation Research Program.

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

### **1.1 LEADERSHIP, STAKEHOLDER AND CHANGE MANAGEMENT**

- ▶ Provide financial and resource management and administrative leadership for the department under the leadership of the Director and in conjunction with the Faculty finance team and Chief Investigators across the Department.
- ▶ Build effective links with senior academic and professional staff within the program to ensure effective and efficient service delivery and administrative support across the research program to inform decision making around resource utilisation
- ▶ Continuously develop and improve the outputs of the research program through improvement of administrative and resource management processes
- ▶ Develop and foster effective links with academic and professional staff within the Doherty Institute and the Faculty of Medicine Dentistry and Health Sciences
- ▶ Build effective communication channels and maintaining networks with colleagues within the University.

### **1.2 FINANCE, RESEARCH AND RESOURCE MANAGEMENT**

- ▶ Responsibility for the overall financial management of the academic Doherty Department in partnership with the Faculty finance team.
- ▶ Develop and manage the overall budget for the academic Doherty Department including the annual operating budget and to have responsibility for the forecasting for the academic Doherty Department to feed up into the overall Institute's budget and forecast
- ▶ Further develop and refine a sustainable funding model for the academic Doherty Department, with a particular emphasis on the viability and efficiency of its administration.
- ▶ To oversee the preparation and analyse of financial reports for project leaders within the academic Doherty Department, ensure financial management, transactions and proposals comply with University financial policies and procedures as assisted by the Faculty Grants and Contracts Consultant.

- ▶ To oversee the provision of monthly budget information to project leaders to ensure project budgets are monitored and administered efficiently and effectively and are compliant with funding regulations, contracts and University financial policy and procedures as assisted by the Faculty Grants and Contracts Consultant.
- ▶ Manage the daily financial and contract management for the projects leaders within the academic Doherty Department as assisted by the Faculty Grants and Contracts Consultant.
- ▶ Manage the ordering of supplies and materials.
- ▶ Undertake Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

### **1.3 HUMAN RESOURCE MANAGEMENT**

- ▶ Provide advice and assistance in all areas of human resource management in conjunction with the Faculty Human Resources Manager.
- ▶ Ensure the efficient processing of human resource activities within the research program and adherence to university, faculty and school human resources policies and procedures
- ▶ Supervision of professional staff providing support to the research program.

### **1.4 TEACHING AND LEARNING**

- ▶ Develop business plans, including budgets, for new short course proposals for the academic Doherty Department.
- ▶ Oversee the administration of academic Doherty Department's involvement in the Faculty academic programs.

### **1.5 STRATEGIC PLANNING AND POLICY DEVELOPMENT**

- ▶ Play an active role in developing the academic Doherty Department's strategic and business planning, including collection, analysis and synthesis of information to develop key strategic and action plans in the areas of research, teaching and learning, research training and knowledge engagement.
- ▶ Ensure effective research administration and management including the provision of quality advice to academic staff based upon a sound understanding of legislation and University and School policies and procedures as assisted by the Faculty Finance and Research Development Service units.
- ▶ Act as the interface between the Faculty administration and provide advice and other input into the planning and policy development for the Faculty.

### **1.6 QUALITY ASSURANCE, COMPLIANCE AND PROCESS IMPROVEMENT**

- ▶ Ensure that the activities of the academic Doherty Department comply with relevant legislation, statutes, regulations and policy and where applicable with requirements of contracts, funding bodies and/or trust funds.
- ▶ Implement quality management strategies, systems and evaluate administrative services for the translational research program.
- ▶ Perform other tasks as directed by the Director, Doherty Institute.

## ***2. Selection Criteria***

### **ESSENTIAL**

- ▶ Graduate qualification or progress towards graduate qualifications with extensive subsequent relevant experience or an equivalent combination of relevant experience and/or education and/or training.
- ▶ Ability to display sound initiative and to provide creative and effective solutions to issues as they arise.
- ▶ Excellent organisational and time management skills, with proven ability to develop and implement business plans and manage and respond to changing priorities and deadlines.
- ▶ Excellent interpersonal and communications skills, both written and oral, with a demonstrated ability to convey information to, and build rapport with, all levels of staff within a diverse work environment.
- ▶ Strong analytical, research, problem-solving and conceptual skills.
- ▶ Proven ability to provide sound advice to senior management and to interpret and implement policy.
- ▶ Demonstrated ability to complete complex account reconciliations, preparation of financial statements and application of financial governance principles.
- ▶ High-level of computer literacy and numerical data analysis skills – particularly Excel, Experience with Oracle and GL wand is an advantage.

### **DESIRABLE**

- ▶ Knowledge of the University of Melbourne corporate systems
- ▶ Knowledge of research funding models – NHMRC, etc

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

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

The Department Manager will receive broad direction from the Director and exercise a high level of independence on a day-to-day basis. Initiative, mature judgement and liaison and relationship management skills are essential.

The incumbent is expected to be self-motivated, prioritise workloads and plan ahead and make and accept responsibility for decisions made within accountability.

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

The Department Manager will be expected to perform a wide variety of tasks of varying complexity and must demonstrate problem-solving skills. The incumbent will be required to devise, implement and review systems, policies and procedures.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

Essential attributes include business planning and management as they relate to finance, research and human and physical resources. The Department Manager has a sound knowledge of financial, business/research, and human resource matters and a high level of organisational knowledge and understanding of organisational dynamics is required.

### 3.4 RESOURCE MANAGEMENT

The Department Manager must possess extensive experience and a high level of skills in planning and management of resources especially in the areas of finance, materials, and human resources. Working with the Director in conjunction with the Faculty Finance Unit, the appointee will have overall accountability and responsibility for the budgeting processes and the financial viability of the Department.

### 3.5 BREADTH OF THE POSITION

The incumbent acts across a range of strategic and operational issues and is responsible for the management of the academic Doherty Department under the leadership of the Director. The Department Manager must manage competing demands within the context of the broader University, the Faculty of Medicine, Dentistry and Health and the Doherty Institute.

## 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 DOHERTY INSTITUTE IN INFECTION AND IMMUNITY**

<http://www.doherty.unimelb.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/index.html#home>

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>