



POSITION DESCRIPTION

Research and Enterprise
Chancellery

Israel Liaison Officer (Parkville)

POSITION NO	0049283
CLASSIFICATION	UOM 8
SALARY	\$103,409 - \$111,927 per annum
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1 FTE)
BASIS OF EMPLOYMENT	Fixed Term for 2 years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to www.jobs.unimelb.edu.au and use the Job Search screen to find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Prof. Mark Hargreaves, Pro Vice-Chancellor Tel +61 3 9035 6491 Email m.hargreaves@unimelb.edu.au

Please do not send your application to this contact

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about.unimelb.edu.au/careers

Position Summary

Reporting to the Pro Vice-Chancellor (Research Collaboration & Partnerships) and the Academic Lead (Israel Partnerships), the Israel Liaison Officer will be responsible for identification and facilitation of strategic partnership opportunities between the Victorian and Israeli biomedical sectors, with a focus on research collaboration and commercialisation.

The Israel Liaison Officer will work within Chancellery, and with the Victorian Government's Israel team, to identify and facilitate opportunities to foster greater engagement between the Victorian and Israeli research and enterprise ecosystems, with focus on biomedical sciences.

Key activities will include identifying and facilitating research partnerships between Victorian and Israeli institutions and/or organisations, promoting events that provide value to Victorian and Israeli stakeholders, and development of a strategy to leverage corporate and philanthropic support.

Reporting line: Reports to the Pro Vice-Chancellor (Research Collaboration & Partnerships).

No. of direct reports: None.

No. of indirect reports: Variable depending on number of strategic initiatives.

Direct budget accountability: Not Applicable.

Key internal relationships: Chancellery Research and Enterprise and Chancellery International; Associate Deans (Research, Research Training, International); Academic Services; Research, Innovation and Commercialisation; individual Faculties and other project-specific internal stakeholders.

Key external relationships: Victorian Government (Israel team and Precincts & Suburbs Group within Department of Jobs, Precincts & Regions), Victorian and Israeli universities and research institutions; Victorian and Israeli corporate entities, peak bodies and organisations; as well as other project-specific external stakeholders.

1. Key Dimensions and Responsibilities

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: University-wide, external and international

2. Core Accountabilities

- ▶ Identify and facilitate partnerships between Victorian and Israeli universities, research institutions and key industry groups in the biomedical and related sciences.
- ▶ Support these partnerships so as to deliver value to Victoria via:
 - Attracting Israeli start-ups to partner with organisations throughout the entire Victorian ecosystem;
 - Creating high value jobs in R&D partnerships between Victorian and Israeli organisations;

- Promoting exchange of ideas and capabilities between Victorian and Israeli partners; and
 - Facilitating opportunities for Victorians to access Israel's start-up ecosystem, including access to biomedical venture capital markets and commercial expertise.
- ▶ Design and deliver a programme of events (one per quarter) which provide value to Victorian and Israeli stakeholders and catalyse new biomedical collaborations.
- ▶ Provide executive support to the Advisory Committee that meets quarterly.
- ▶ Work closely with the Victorian Government Israel-focused officers, Victorian universities and the Australia-Israel Chamber of Commerce to develop an ecosystem map and identify agreed areas of synergy for targeted initiatives.
- ▶ Work closely with the Australia-Israel Scientific Exchange Program (AISEP) and its Board members to leverage in-country expertise and knowledge on Victoria-Israel collaboration and support the development of a strategy to leverage corporate and philanthropic support.
- ▶ Undertake desktop research, consult and collaborate with colleagues across the University and Victorian Government to represent insights, ensure alignment and contribute to shared initiatives.
- ▶ Prepare presentations, events and written outputs to communicate purposefully and persuasively with both specialist and wider audiences, including annual progress reports and a final report to the Precincts & Suburbs Group, Department of Jobs, Precincts & Regions (Victoria).
- ▶ Other tasks from time to time that may be directed by the Pro Vice Chancellor, Research Collaboration & Partnerships and the Academic Lead, Israel Partnerships, that support broader Chancellery Research and Enterprise objectives.

Other job-related information:

- ▶ This role may require work outside ordinary hours and international travel.

3. Selection Criteria

3.1 ESSENTIAL

- ▶ A relevant tertiary qualification.
- ▶ Advanced project management skills, particularly for the design and implementation of initiatives and programs.
- ▶ Exceptional inter-personal (verbal and written) communication skills.
- ▶ Established capacity to build and maintain constructive relationships, consult with stakeholders and work through influence and negotiation.
- ▶ Strong analytical and problem-solving skills within a team and autonomously with the ability to negotiate and deliver creative solutions and outcomes.
- ▶ Established ability to critically evaluate information gathered from multiple sources, reconcile conflicts, synthesise broad data and analyse it at a detailed level to provide a general understanding, and distinguish user requests from the underlying true needs.
- ▶ Excellent time management and organizational skills, including strong attention to detail, and the ability to achieve high quality outcomes through observing priorities, instructions and deadlines, whilst managing multiple tasks with minimal supervision.

3.2 DESIRABLE

- ▶ International research experience, inter-cultural training, and understanding of the Israel market. Some proficiency in Hebrew may be useful.
- ▶ Knowledge of Victoria's research capabilities and industry strengths and needs, with a focus on biomedical and related sciences.

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/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 ORGANISATION UNIT

The Chancellery Research and Enterprise portfolio is led by the Deputy Vice-Chancellor (Research) and works across a number of areas including:

- ▶ Research and research training strategy.

- ▶ Research partnerships and collaborations, including industry, government, research organisations and institutes – both domestically and internationally.
- ▶ Research infrastructure, including cross-Faculty, whole-of-University and interdisciplinary research initiatives, including implementation of key Research at Melbourne initiatives.
- ▶ Research performance and impact, including research metrics, research rankings and government-sponsored exercises like Excellence in Research for Australia (ERA).
- ▶ Research systems strategy (how our enterprise systems support the business of research)
- ▶ Research ethics and integrity, including consideration of research misconduct;
- ▶ Enterprise, industry engagement and innovation; and
- ▶ Research capability – including graduate research.

6.2 BUDGET DIVISION

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- ▶ delivering strategic leadership
- ▶ allocating capital according to strategic priorities
- ▶ developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ▶ ensuring identity or brand is consistent with strategic intent and purpose, and
- ▶ overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

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/governance>