

POSITION DESCRIPTION

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

Operations and Projects Coordinator

POSITION NO	xxxxxx
CLASSIFICATION	UOM 6
SALARY	\$96,459 - \$104,413 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
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.
CONTACT FOR ENQUIRIES ONLY	Tamara Pilot Email tamara.pilot@unimelb.edu.au <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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Operations and Projects Coordinator is responsible for providing operational support to the Directorate team of the Peter Doherty Institute for Infection and Immunity (Doherty Institute). The position primarily supports the implementation of strategic and business plans across the Doherty Institute including operations, secretariat support of committees, and coordination of projects. It also supports the development of policies, processes and systems that supports the governance framework, and initiates, implements, and monitors a range of short-term Institute specific continuous improvement projects.

The Operations and Projects Coordinator works closely with the Operations Manager, providing support to the administration operations of the Directorate and undertaking the management of discreet projects.

The Operations and Projects Coordinator works as part of a professional services team, flexibly contributing to team-based tasks to assist with operational activities and event management.

The Operations and Projects Coordinator is required to display a level of discretion, independent judgment and professionalism, regularly interacting with internal and external stakeholders as well as dealing with confidential and sensitive issues and documentation.

1. Key Responsibilities

- ▶ Coordinate and/or provide administrative operational support to ensure efficient running of the day to day activities within the Directorate team.
- ▶ Creation and implementation of Institute operational and strategic policies, terms of reference, and other documents
- ▶ Oversee critical HR activities in consultation with the Operations Manager including coordination of Directorate recruitment activities, onboarding/offboarding, and general contract management.
- ▶ Project support including coordination of operational and administrative tasks between joint venture partners

- ▶ Management of Institute events including seminars, delegations, and social activities
- ▶ Coordination of Institute sponsorship activities including financial tracking/management
- ▶ Secretariat functions for various Institute-wide committees including scheduling, venue & catering booking, coordination and registration of participants, minute taking, following up actions, and the collation and organization of meeting papers.
- ▶ Coordinate the local processing of Faculty and University corporate services activities (e.g. travel related requirements, expense processing) including credit card coding.
- ▶ Coordination of special projects and initiatives as delegated by the Operations Manager
- ▶ Perform other tasks as required by the Operations Manager or the Director of the Doherty Institute consistent with responsibilities of this role

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a diploma or higher qualification in a relevant area with relevant work experience or an equivalent combination of relevant experience and/or education/training.
- ▶ Well-developed administrative and organisational skills with the capacity to work both independently and as part of a team in a service-oriented environment, including possessing a high level of initiative.
- ▶ Well-developed professional organisational skills including the ability to coordinate workflow, determine priorities, schedule tasks to meet deadlines and effectively balance competing demands within a high pressure and complex environment.
- ▶ Demonstrated ability to adapt to new situations, and quickly assimilate new concepts and information, and deliver positive, innovative solutions to complex operational issues
- ▶ Financial literacy and understanding of HR administrative processes and policies.
- ▶ Experience in coordinating large scale events to a budget.
- ▶ Excellent organisational skills and strong attention to detail.
- ▶ Expertise in Microsoft Office suite and University supported software, such as Outlook, Word, Excel, and PowerPoint.
- ▶ Demonstrated ability to coordinate competing priorities and excellent time management skills.
- ▶ Excellent oral and written communication skills.

2.2 DESIRABLE

- ▶ Experience in or an understanding of tertiary education sector.

2.3 OTHER JOB-RELATED INFORMATION

- ▶ Occasional work out of ordinary hours, travel, etc..
- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all

community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position reports to the Operations Manager who will provide general direction and supervision. The appointee is expected to be highly motivated and will be part of a small operations team. The incumbent is expected to independently establish and prioritise an appropriate work-flow for the management of day-to-day tasks associated with activities. The incumbent is expected to perform duties independently and prioritise with minimal supervision.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent must be able to communicate effectively with other staff members and encourage a pleasant work environment. The incumbent is expected to demonstrate initiative, judgement and problem solving ability with respect to office management. The appointee will make independent judgements, based on experience, knowledge and expertise, to evaluate problems and provide solutions in the workplace.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be familiar with the University's policies and procedures, particularly with respect to HR and governance. They will also need to ensure that such policies and procedures are understood by others. They will understand the decision-making structure of the Faculty and University with respect to HR, governance, research, and other matters, and how policy is operationalised. They will be proficient in the University's corporate systems and input and extract relevant information.

3.4 RESOURCE MANAGEMENT

With the guidance of the Operations Manager the appointee will monitor expenditure and income against pre-determined budgets.

3.5 BREADTH OF THE POSITION

The appointee will provide support to the Directorate of the Doherty Institute. The ability to interact productively and reliably with other staff and stakeholders is essential for this role.

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:

<https://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 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

www.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

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 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

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 www.unimelb.edu.au.