

POSITION DESCRIPTION

Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Senior Project Officer - Health & Medical

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| POSITION NUMBER | 0051574 |
| PROFESSIONAL CLASSIFICATION STANDARD/SALARY | UOM 8 - \$105,684 - \$114,389 per annum (pro rata for part-time) |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Full Time (1 FTE) |
| BASIS OF EMPLOYMENT | Continuing |
| HOW TO APPLY | Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Chelsea Cobb Tel +61 419 357033 Email chelsea.cobb@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 website:
about.unimelb.edu.au/careers

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

RESEARCH, INNOVATION AND COMMERCIALISATION

RIC is a specialist team dedicated to enabling the University's research and enterprise mission working closely with our academics, professional colleagues, industry partners, funding agencies and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve

research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Academic Divisions and Chancellery. At a high level our capabilities include:

- Strategic relationship development with Industry partners, including Innovation Precincts
- Business development, research marketing and communications, intellectual property management and technology transfer mechanisms in partnership with the investment community
- Proposal funding submission and post-award support including contracts and research accounting from a wide range of funders. Specialized services for larger schemes such as MRFF, ARC and NHMRC Centres, ITRPs and CRCs and international programs.
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Training and development programs for academic and professional staff

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers' success, the personal development of our team members and ensuring RIC is a great place to work at the University.

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.

ABOUT THE ROLE

Position Purpose:

The Senior Project Officer – Health & Medical is a member of the Research and Enterprise Development (R&ED) portfolio of RIC. R&ED supports the successful delivery of large, mission-focused complex, non-competitive and competitive grant schemes and major opportunities, as well as interdisciplinary, research and enterprise initiatives involving multiple parties, e.g. industry, granting bodies, advocacy groups and government. Major current focus areas include major grants schemes such as the Medical Research Future Fund (MRFF), CRC, ITRP and Centre of Excellence schemes and major bids and tenders; Melbourne Connect precinct development (and subsequent innovation precinct developments); the identification, establishment, growth and management of major strategic partnerships; and economic impact directed initiatives pursued jointly with government.

Reporting to the Associate Director Operations, the Senior Project Officer – Health & Medical will be responsible for providing operational and strategic support across the Health and Medical portfolio, including:

- account management and coordination support for Key Account Managers (KAMs) leading major strategic partnerships underpinned by the Strategic Partnership Framework (SPF) – either existing or targeted new major partnerships,
- major funding opportunities,
- innovation precinct development, particularly aspects relating to industry partnerships and innovation pathways, and
- support for whole-of-Uni and/or Chancellery-prioritised enterprise business development, external engagement and impact-directed initiatives.

Working collaboratively with senior University stakeholders, including representatives from RIC, Chancellery, Advancement and the Academic Divisions, the incumbent will support and facilitate the identification, establishment, growth and management of Health and Medical related University-wide strategic partnerships and associated initiatives in connection with funding opportunities and precinct development, including major opportunities, grants, proposals and business cases. The incumbent will also be expected to work flexibly across the R&ED portfolio to lead and/or support other strategic initiatives as and when required.

The successful incumbent must be comfortable working within a fast-paced, rapidly evolving environment. The responsibilities of the role will likely vary on a day to day basis and across the various strategic partnerships and initiatives supported. Responsibilities may include the overall coordination of partnership relationships and activities, internal and external stakeholder management, market analysis and internal capability mapping, preparation of reports and briefing documents, providing strategic review and advice

where required, proposal and business case development, coordination of workshops, meetings and governance committees, and administrative support. The Senior Project Officer will also be required to keep accurate records in the CRM and will be responsible for ongoing improvement of processes and reporting.

Reporting line: Associate Director Operations

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: Not applicable

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: University-wide

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Working collaboratively with a range of internal (including both academics and professional staff) and external stakeholders at all levels of the organisation, play an active role in identifying, facilitating and advising on major strategic initiatives aligned with the Health & Medical portfolio, including strategic partnerships, major funding opportunities and innovation precincts.
- Implement and coordinate high quality reporting and engagement activities, including the preparation and/or collation of reports and associated materials in connection with major strategic initiatives aligned with the Health and Medical portfolio.
- Conduct detailed research and analysis of the external market and internal capabilities to inform the approach to identifying and enabling new Health and Medical based strategic partnerships and initiatives aligned with University strategic objectives.
- Produce high quality (both from a written and visual perspective) reports, briefing documents, proposals and business planning documents for key internal and external stakeholders.

- Under the broad direction of senior stakeholders prepare bids, business cases and grant applications in connection with major strategic initiatives aligned with the Health and Medical portfolio, including financial modelling, budget development, coordination of inputs and final production.
- Implement and coordinate internal reporting processes, including managing data within the CRM and preparing relevant reports, and provide administrative and coordination support to governance and steering committee meetings.
- Under the broad direction of senior stakeholders, play an active role in the establishment, project management and delivery of other key R&ED initiatives as required.

Selection Criteria:

Education/Qualifications

1. The appointee will have relevant post graduate qualifications and subsequent relevant industry consulting or project management experience within a complex organisation (tertiary education sector desirable), or an equivalent combination of relevant experience and education/training.

Knowledge and skills:

2. Demonstrated project management experience, incorporating project scoping, planning, budgeting and management, as well as the use of project management systems and databases (including client relationship management tools).
3. Expert planning, organisational and problem-solving skills, the ability to manage multiple projects and deadlines, as well as strong analytical and financial management skills, including demonstrated project budgeting experience.
4. The ability to engage responsively and effectively with stakeholders to provide strategic advice.
5. Experience in the coordination and/or facilitation of workshops for project scoping and planning, as well as coordinating or leading the development of major opportunities, grants or proposals, involving multiple contributors and stakeholders.
6. Capacity to function as part of a project-focussed team.
7. Ability to thrive in a fast-paced, rapidly evolving environment.
8. Ability to provide user friendly, responsive and high quality client service, delivering the outcomes required.
9. Excellent verbal and written communication skills, including the ability to create methodical, precise and coherent documentation.
10. Demonstrated experience within and/or knowledge of the Health & Medical sector and research capabilities.

Other job related information:

11. A flexible approach to working hours is necessary, as this role may require some work outside of hours during peak periods and in response to external deadlines.