# Position Details

## Research Scientist/Engineer- CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Digital Program Manager – Melbourne Genomics |
| Job Reference | 74439 |
| Tenure | Specified Term of 3 years |
| Salary Range | AU$139,166 to AU$153,975 pa + up to 15.4% superannuation |
| Location(s) | Parkville |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Team Leader Health Data Interoperability |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact David Hansen via email at: David.Hansen@csiro.au or Natalie Thorne - natalie.thorne@melbournegenomics.org.au |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

Melbourne Genomics is an alliance of leading hospitals and research institutions, working with the Victorian Government to embed genomics in the health system. Melbourne Genomics has shown how genomic medicine can provide answers, change treatment and save lives and is now supporting hospitals, clinicians and scientists to make genomic medicine a reality for all Victorians.  
  
GenoVic, a world-first clinical system to manage all aspects of a genomic test, has been developed by the Alliance to support Victorian clinical laboratories. In the next four-year program, the Alliance will mature the service, and broaden the user base. There will be a strong focus on innovation.

CSIRO is seeking an experienced technology leader, with proven business acumen, to be part of CSIRO’s involvement in the next stage of Melbourne Genomics.

The Digital Program Manager will be a senior leader at the Melbourne Genomics Health Alliance (the Alliance) reporting to, and working closely with, the Innovation and Technology Lead, to drive project delivery, operational excellence, and a high-performance culture. The Program Manager will be responsible for the operations, project management, business analysis and development functions that support GenoVic.

**About the Melbourne Genomics Health Alliance**

Genomic medicine – healthcare informed by greater knowledge of our DNA – is advancing rapidly. Technology now enables us to ‘read’ our DNA and use this information to change patient outcomes, improve treatment and save lives. But genomic medicine is not yet an ongoing part of everyday medical care.

Melbourne Genomics Health Alliance has a transformative vision: to generate the widespread, complex change necessary to deliver genomics for the benefit of patients. Melbourne Genomics' work drives equitable and effective translation of genomics into the Victorian health system. Melbourne Genomics has recently received funding for Horizon Two with a vision “to embed genomics into Victoria’s healthcare system, to ensure a resilient system that is able to respond to current, emerging and future health challenges”.

Established in 2013, Melbourne Genomics is a collaboration of 10 leading hospitals, research and academic organisations, supported by the Victorian Government (medical research fund). The Alliance members recognise that collective vision and collaborative effort are essential to drive change at the vanguard of genomic medicine, and to bridge the gap between research innovation and healthcare reality.

To achieve its vision, the Alliance will begin a final four-year program of work in 2021 to sustainably embed genomic medicine into the Victorian health system.

The Melbourne Genomics Health Alliance is hosted by the CSIRO. When working on-site the role will be based at the Children’s Campus, Parkville. Melbourne Genomics supports flexible working arrangements.

### Duties and Key Result Areas:

Under the direction of the Innovation and Technology Lead and senior stakeholders at Melbourne Genomics, the position will:

* Lead the design and implementation of the technology strategy and roadmap, including the prioritisation process and the overall solution architecture.
* Be responsible for GenoVic planning and reporting activities - supported by the Project Management Office (PMO) - accountable for project delivery, and quality assurance, including the oversight of the budget and effective use of resources across the operations, project management, business analysis and development teams to ensure delivery to agreed time, cost, scope and quality measures.
* Work with strategic vendors and stakeholders management to deliver agreed outputs and outcomes.
* Provide leadership and guidance to the teams to ensure quality and timely delivery of project deliverables across the lifecycle.
* Undertake all relevant HR duties including day to day management of the team and ongoing performance development, including ensuring that resource and task allocation is equitable and that the balance between operational and support activities and project activities is actively monitored and managed.
* Ensure that the operational processes are efficient, repeatable, optimized and applied.
* Oversee the management and undertaking of operational, support and maintenance activities and reporting against agreed service standards.
* Ensure that all relevant external legislation and regulations are complied with and reported against, and that there are well understood policies and procedures to support this.
* In conjunction with the Alliance executive, ensure adoption of appropriate data governance and data management principles, frameworks and practices.
* Ensure that the solution and supporting infrastructure design is secure, standards compliant and supported by well documented and tested business continuity and disaster recovery processes.

## **Required Competencies:**

* **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build interactions across Business Units and the organisation.
* **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Resolves major conceptual scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. A relevant degree or equivalent work experience in technology, business or project management.
2. Experience in healthcare settings and an understanding of clinical systems used in laboratories and hospitals, preferably within the Victorian or Australian context.
3. Highly developed communication and negotiation skills ideally with clinical, research and other healthcare personnel.
4. Proven ability to work with high-performing teams, inspire and lead, and maximise the skills and experience of team members to drive outcomes.
5. Demonstrated ability to achieve outcomes through strategic, effective, and timely decision making.
6. Experience in building and maintaining relationships across an Alliance of organisations ensuring that work undertaken is a win for all partners.
7. Proven influencing skills and problem-solving skills.
8. Project & program management experience in complex, multi-stakeholder, multi-discipline environments.
9. Successful delivery of complex software development and implementation projects into clinical and/or research environments.
10. Successful leadership of multi-disciplinary teams through influence where resources need to be managed both inside and outside the program teams.

## **Desirable:**

1. Operational management of cloud-based, multi-tenanted IT services, preferable in the health sector.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

Find out more about CSIRO [Health and Biosecurity](https://www.csiro.au/en/Research/BF)