

A more equitable world through better health.



POSITION DETAILS

TITLE	Research Systems Administrator
CLASSIFICATION	Professional Level 6: \$95,675 - \$103,564 + super + salary packaging
TIME FRACTION	Full Time
CONTRACT TYPE	24 Month Fixed Term
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	IT Business Partner
DIRECT REPORTS	Nil
LAST UPDATED	August 24

POSITION SNAPSHOT

The Systems Administrator – Research Systems is responsible for assisting with the implementation and ongoing training, support and configuration of systems and processes to effectively manage the Institute’s activities. Specifically, this position will support two systems: 1) SPARK (system for project and research knowledge), a centralised tool for recording activities and supporting Burnet staff with applying for grants and managing their grants post-award, as well as enabling high-level reports to be generated for the Institute’s leadership and 2) Burnet’s Biorepository, a web application to track and store information about biospecimen use and storage within the Institute.

KEY RESPONSIBILITY AREAS

1. Develop an in depth understanding of SPARK and the Biorepository to advise Burnet staff, in various roles, on how to use the systems to best meet their requirements.
2. Prioritise and configure system updates and requirements, working with end users and vendors.
3. Support change management to effectively set a clear vision for system and process changes, outlining the goals and benefits and alignment with overall strategy.
4. Develop and update training materials, Standard Operating Procedures (SOPs) and provide training on both systems.
5. Provide first level support to Burnet staff to troubleshoot issues.
6. Extract data and produce reports from the systems for different audiences.
7. Liaise with third party vendors to escalate and troubleshoot any issues that arise and perform system upgrades / enhancements.
8. Participate in reviews of related internal policies to ensure systems / processes are aligned.
9. Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Degree in Information Systems, Business Analytics, Health Information Management, Information technology or equivalent experience.	Preferable
2.	Proven experience in supporting enterprise information management systems.	Essential
3.	Excellent interpersonal and collaboration skills with the ability to understand different user perspectives and requirements.	Essential

4.	Experience in developing and delivering training materials for information management systems.	Essential
5.	Strong organisation and coordination skills with the ability to manage multiple tasks simultaneously.	Essential
6.	Demonstrated capacity to work independently exercising strong judgement.	Essential
7.	Understanding of Biorepository systems and processes including physical storage methods (such as ULT Freezers or Cryogenics) and experience in translating the physical storage medium into IT and database solutions	Essential
8.	Experience in research or international development projects and working in a medical research environment	Preferable
9.	Experience in change management relating to process or procedural change	Preferable
10.	Experiences in databases, data curation or visualisation	Preferable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

No Contact With Children

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au