

CHARTER OF THE BIO21 MOLECULAR SCIENCE AND BIOTECHNOLOGY INSTITUTE

Made under Section 7(6) of the Vice-Chancellor Regulation

1 Definitions

“the Director” means the director of the Institute.

“the Institute” means the Bio21 Molecular Science and Biotechnology Institute.

“the premises and facilities of the Institute” means the David Penington building, associated buildings and facilities in the Melbourne Biomedical Precinct.

2 Establishment

Under section 13(3) Council regulation ‘The Bio21 Molecular Science and Biotechnology Institute’ (‘the Institute’) is established as an academic unit within the University for the purposes of interdisciplinary research in the broad fields of biotechnology and biomedicine.

3 Functions of the Institute

The functions of the Institute are to –

- (a) conduct research, research training and related administrative activities in the discipline areas of chemistry, biochemistry and molecular biology and other relevant areas of molecular science and engineering with a view to enhancing synergies between these and other disciplines and providing a core of enabling molecular technologies and expertise within the Bio21 Institute;
- (b) stimulate knowledge innovation and the development of career opportunities through communication, industry engagement and the promotion of the frontiers of science and technology in the community;
- (c) develop strategic alliances between disciplinary groups with a view to coordinating and facilitating interdisciplinary research programs in the areas of biotechnology;
- (d) access the Bio21 Institute’s research and training infrastructure for the wider research community based within the University’s campuses and affiliated institutes, particularly for research groups engaged in biotechnology activities;
- (e) develop a business incubator within the Institute, designed to facilitate industry engagement and support the commercialisation of the University’s biotechnology research, and contribute to the overall incubation and platform technology infrastructure available to the Bio21 Institute; and
- (f) make arrangements, with institutions in the Melbourne Biomedical Precinct to facilitate the development of the University’s biotechnology research and the disciplinary convergence considered necessary for achieving international competitiveness in biotechnology.

4 Appointment of the Director

- (1) The Vice-Chancellor (or nominee) must, on the recommendation of the Deputy Vice-Chancellor (Research) as advised by the Bio21 Steering Committee:
 - (a) appoint the Director as head of the Institute; and
 - (b) set the terms and conditions of the appointment.
- (2) The Director reports directly to the Dean of the Faculty of Science.

5 Powers and Responsibilities of the Director

- (1) The powers and responsibilities of the Director are to -
 - (a) develop, with the support of the Bio21 Steering Committee, a strategic research plan for Bio21 Institute, aligned with the aspirations of the broad research and innovation agenda of the University with a particular focus on the developments in the Melbourne Biomedical Precinct;

- (b) transact the business of the Institute in accordance with the strategic research plan;
 - (c) facilitate inter-disciplinary academic collaboration within the University to further the objectives of the University and the Bio21 Institute;
 - (d) in collaboration with the Dean of Science, build and maintain effective relationships with industry leaders in academia, government, non-government organisations, business and philanthropy to secure external funding and expand the Institute's commercial and non-commercial research activities, successes and reputation;
 - (e) manage the annual budget of the Institute, excluding those sums reserved for capital projects or related developments;
 - (f) allocate, in consultation with the Bio21 Steering Committee, space resources available to the tenants of Bio21 Institute;
 - (g) manage, in collaboration with Legal Services, the contractual arrangements and obligations of non-University tenants of the Institute and require that the activities of all tenants are compliant with the University's risk management policies and obligations;
 - (h) exercise the powers of a head of department in relation to staff employed solely by the Institute;
 - (i) establish a mechanism to foster collaboration between relevant deans, heads of departments and the Director and staff of the Institute
 - (j) co-manage, with the relevant dean and head of department, staff employed jointly by the Institute and a University department;
 - (k) consult with the relevant department regarding employment of any group leader who is to be located in the Institute; and
 - (l) facilitate planning within the Institute and transact the business of the Institute in accordance with that planning.
- (2) In exercising the powers and responsibilities set out in section 5(1), the Director is to have regard to advice and recommendations provided by the Bio21 Steering Committee.

6 Bio21 Steering Committee

- (1) The Bio21 Steering Committee is established.
- (2) The Bio21 Steering Committee comprises:
 - (a) Deputy Vice Chancellor (Research), (Chair);
 - (b) Dean of Science;
 - (c) Dean of Medicine, Dentistry and Health Science;
 - (d) Dean of Melbourne School of Engineering;
 - (e) Director, Bio21
- (3) The aim of the Bio21 Steering Committee is to ensure participating academic units of the University and any other tenants of the Institute work together with the Director to facilitate achievement by the Institute of its mission and strategic objectives.
- (4) The functions of the Bio21 Steering Committee are to:
 - (a) assist the Director, Bio21 Institute, with the development of a strategic research plan for Bio21, aligned with the aspirations of the broad research and innovation agenda of the University with a particular focus on the developments in the Melbourne Biomedical Precinct;

- (b) provide advice and input to the Director on the Institute's Business Plan and resourcing matters;
- (c) monitor and resolve any issues arising from budget and custodial arrangements;
- (d) coordinate and review any necessary changes in Institute membership alongside planning for the Institute, the constituent faculties and other capital planning; and
- (e) review performance of the Institute against key performance indicators established as part of the strategic plan.

7 Finances of the Institute

Notwithstanding any other section of this charter, the Institute receives an annual budget separate to the Faculty of Science and the Director is accountable to the Dean of the Faculty of Science for management of the Institute's finances.

8 Review

On an annual basis, the Director must review this Charter in consultation with the Bio21 Steering Committee, and request approval of any amendments from the Vice-Chancellor.