Medicine, Dentistry and Health Sciences
Melbourne School of Health Sciences

Project Officer

<table>
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<tr>
<th>POSITION NO</th>
<th>0061858</th>
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<tr>
<td>CLASSIFICATION</td>
<td>UOM 5</td>
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<tr>
<td>SALARY</td>
<td>$79,961 - $91,844 plus 17% super</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full-time</td>
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<td>BASIS OF EMPLOYMENT</td>
<td>Fixed Term – 2 years</td>
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<td>OTHER BENEFITS</td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
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<td>HOW TO APPLY</td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.</td>
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CONTACT FOR ENQUIRIES ONLY
Karen Kennedy
Tel +61 3 8344 2022
Email kennedy.k@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: 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 Melbourne School of Health Sciences (MSHS) has launched its Strategic Plan 2023 – 2033 to ensure that it is well positioned to undertake research, teaching and learning of outstanding quality that contributes to a paradigm shift in the health and wellbeing of our communities.

Reporting to the Strategic Projects Coordinator and working closely with the Strategic Projects Manager, we are seeking a highly motivated and organised Project Officer to support the implementation and operationalization of the strategic initiatives within our strategic plan.

The successful candidate will be responsible for providing administrative project support, and coordinating key project activities, ensuring timelines are met, and that projects are delivered to a high standard. The Project Officer will play a key role in monitoring and supporting project plans and will work closely with the Strategic Projects Coordinator and strategic initiative owners to ensure successful delivery.

The School of Health Sciences and its Departments foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all to live by our Faculty Values of:

• Collaboration
• Compassion
• Respect
• Integrity
• Accountability
1. **Key Responsibilities**

Reporting to the Strategic Projects Coordinator, and in consultation with the Strategic Projects Manager, the responsibilities of the Project Officer will be to assist in the implementation of the strategic plan for the School through:

- Providing high level administrative and secretariat support for the strategic project control groups including organising meetings and events and minute and note taking, and other committees as directed by the Strategic Projects Coordinator.
- With guidance from the Strategic Projects Coordinator, monitor, plan and track issues and activities related to strategic projects and using project templates provide progress reports to the School Committees.
- Written and verbal engagement with relevant stakeholders internally and externally to support the delivery of our strategic initiatives.
- Creating project communications - internally and externally, through various media platforms including website updates, email and video updates and School publications.
- Other duties as assigned from time to time by the Strategic Projects Coordinator.
- All actions and interactions are in line with the MDHS Values and are consistently focused to achieve results and create an environment that facilitates the sharing of professional knowledge and skills.
- Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. **Selection Criteria**

2.1 **ESSENTIAL**

- Undergraduate relevant qualifications and relevant experience or equivalent combination of relevant experience and/or education/training.
- Demonstrable project coordination skills, ideally working in a large, complex organisation.
- Strong organisational skills and demonstrated ability to prioritise and deliver work and outcomes in a timely manner, with high standards of accuracy of work.
- Strong analytical and problem-solving skills, with the ability to identify and mitigate project risks.
- Experience in implementing communication plans and developing promotional materials.
- Excellent communication and interpersonal skills - both written and oral.
- Demonstrated ability to work collaboratively with a range of stakeholders to achieve agreed project outcomes.
- Demonstrated computer skills, including advanced use of MS Office.
- Ability to work independently including exercising sound judgement and initiative.
2.2 **DESIURABLE**

- Experience in event coordination would be highly regarded.
- Experience with project management software is desirable (Smart Sheet, MS project, Asana).

2.3 **OTHER JOB-RELATED INFORMATION**

- This position requires the incumbent to hold a current and valid Working with Children Check.
  
  Occasional work out of ordinary hours, travel, etc. may be required.

3. **Job Complexity, Skills, Knowledge**

3.1 **LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent will work under general direction of the Strategic Projects Coordinator. They are expected to coordinate and deliver outcomes to agreed objectives based on their experience and business acumen, exercising sound judgment at all times.

3.2 **PROBLEM SOLVING AND JUDGEMENT**

The incumbent is required to exercise sound judgment, and demonstrate sound problem solving abilities and business acumen in order to support strategic outcomes.

The incumbent will be capable of completing agreed deliverables, using sound judgement and initiative for problem solving and be an advocate of the MSHS strategic plan.

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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 MELBOURNE SCHOOL OF HEALTH SCIENCES

http://healthsciences.unimelb.edu.au

With the launch of the MSHS Strategic Plan 2023 – 2033 the School is focused on delivering its new shared purpose:

“We are here to discover, empower and transform global health and wellbeing”

Since its inception in July 2009, the Melbourne School of Health Sciences (MSHS) has created an inter-professional learning community at the forefront of leadership in health sciences education, clinical research, scholarship, professional practice, workforce training and knowledge exchange. The School is unique in its composition, including Departments of Nursing, Physiotherapy, Social Work, Audiology and Speech Pathology and Optometry and Vision Sciences.

Based in the Parkville precinct in the heart of Melbourne, the School’s highly skilled staff and students contribute to local, national and global efforts to improve health and wellbeing across these diverse disciplines by working closely with valued partners in Australia and worldwide.

The School educates graduate entry and post-graduate students through accredited programs tailored to workforce needs nationally and internationally, enabling them to be competent and effective health professionals who are work ready and eligible for registration. The School also trains experienced professionals to be leaders in their field and research higher degree students to be competent in clinical and basic research and evidence based practice to prepare them for research, clinical, professional or academic careers.

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 https://about.unimelb.edu.au/strategy/governance