SENIOR PROJECT OFFICER

DEPARTMENT/UNIT: Forensic Medicine, School of Public Health and Preventative Medicine

FACULTY/DIVISION: Faculty of Medicine, Nursing and Health Sciences

CLASSIFICATION: HEW Level 7

DESIGNATED CAMPUS OR LOCATION: Department of Forensic Medicine on the premises of the Victorian Institute of Forensic Medicine, Southbank

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the Faculty, please visit www.monash.edu/medicine.

Monash School of Public Health and Preventive Medicine is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine and works closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. It plays a prominent role in public health medicine in Australia and has a strong record for training individuals with the capacity and skills to assume leadership roles in Australia in
this field. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our faculty.

The Victorian Institute of Forensic Medicine (VIFM) is a statutory authority contained as an administrative unit within the Justice portfolio. The Director of the Institute is the head of this administrative unit and holds the Chair of Forensic Medicine at Monash University. The legislation under which the Victorian Institute of Forensic Medicine (VIFM) was established, and the mission which guides its strategic direction, require the Institute to undertake teaching and research in a wide range of forensic medical and scientific disciplines. Strong academic performance underpins the Institute’s credibility in the courts, the justice and health care systems and in the wider community. Further details may be found at: www.vifm.org/.

The Institute also operates as the Department of Forensic Medicine at Monash University. This department is the only academic department of its kind in Australia and it exists in parallel with an operational forensic medical service which makes it particularly special. Its primary function is to advance the discipline of forensic medicine and its associated disciplines. In this respect, the department is committed to the training and development of future practitioners; as well as increasing through research, the evidence basis for forensic medicine. Further details may be found at: www.monash.edu/medicine/sphpm/forensic.

POSITION PURPOSE

The Senior VET Project Officer provides a range of high-level project coordination and services to support the end-to-end delivery of projects for the Department of Social Services funded Sexual Violence Prevention project. This project will deliver Vocational Education Training (VET) to frontline workers to build their skills in recognising and responding to disclosures of sexual violence. The Senior VET Project Officer is a key liaison point between the project team, wider portfolio, university and internal and external client groups, and works closely with these groups to ensure the timely delivery of project deliverables. The position assists the DSS Project Leader by developing project documentation, updates and reports and undertakes a variety of complex administrative duties to support project objectives specific to the delivery of accredited vocational training.

The Senior VET Project Officer operates with excellence and expertise in process and judgement to provide sound and timely advice and support to project staff and other stakeholders.

Reporting Line: The position reports to Associate Professor and Head of Department of Forensic Medicine

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Undertake a range of high-level project management duties related to the development of a national vocational training program in sexual violence prevention to frontline workers. Responsibilities, include working with stakeholders to scope and plan project deliverables, monitoring and reporting against budget, timeframes and other performance indicators, managing a schedule of project meetings, stakeholder consultations and planning and implementing change management strategies

2. Plan, undertake and oversee project related tasks, ensuring they are completed in accordance with agreed standards and timeframes, and the accreditation and compliance requirements of the Australian Quality Skills Authority (ASQA)

3. Act as a key liaison point and VET subject matter expert in relation to project progress, objectives and to establish and manage effective partnerships with registered training organisations to deliver nationally accredited training
4. Undertake research, analyse results, investigate options and provide recommended solutions to complex project related issues

5. Provide supervision and guidance to project team members, where required, including liaising with external consultants and contractors, specifically the Australian Quality Skills Authority (ASQA) with a focus on excellence in project delivery and training delivery via VET registered training organisations

6. Prepare position papers, briefings, reports and presentations for a range of audiences, specifically the federal Department of Social Services and course advisory groups

7. Build and sustain relationships with an extensive network of internal and external stakeholders to support project objectives

8. Identify and report on risks to projects and implement risk mitigation strategies

9. Other duties as directed from time to time

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - A degree qualification in a relevant field with extensive relevant experience; or
   - extensive and recent experience in the development and delivery of vocational education training (VET) and compliance requirements; or
   - an equivalent combination of relevant VET experience and/or education/training

**Knowledge and Skills**

2. High-level project management skills with a record of successfully coordinating or supporting VET projects through to completion in accordance with agreed standards, timeframes and budgets

3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines

4. Highly-developed relationship management skills, including the ability to interact with, and gain cooperation from, a variety of stakeholders

5. High-level research, analytical and problem-solving skills and the ability to identify and recommend solutions to challenging issues

6. Excellent interpersonal and communication skills, including experience in developing professional documentation and presenting information

7. Advanced computer literacy with experience in the use of project management software and related application capabilities

8. Experience and knowledge of the VET accreditation and consultation process, VET course development, delivery and compliance requirements

9. Recent experience working for a Registered Training Organisation (RTO)

**OTHER JOB RELATED INFORMATION**

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- Will be required to work on projects that involve detailed discussions of sexual violence
GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.