SENIOR PROJECT OFFICER

DEPARTMENT/UNIT	Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Provost and Senior Vice President
CLASSIFICATION	HEW Level 8
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You'll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you'll need to publish your work. We're a university full of energetic and enthusiastic minds, driven to challenge what's expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at www.monash.edu

The Provost & Senior Vice-President is the Chief Academic Officer of the University and is responsible for: setting the university's academic strategy and priorities with view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and university-wide centres and institutes oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute** (MSDI) is driven to find real solutions to some of the most significant challenges facing our world today. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally; and provides a platform to share that expertise in partnership with industry, government and the community. MSDI is host to the Sustainable Development Solutions Network (Australia, NZ & the Pacific) and the Oxfam-Monash Partnership. Our expanding education focus includes postgraduate courses and PhD supervision alongside executive education, capacity development and student leadership activities. For more information, please visit monash.edu/sustainable-development

Social Systems Evidence (SSE) is a comprehensive repository of research evidence and a free access point for synthesised evidence to support important policy decisions. Monash Sustainable Development Institute has signed a Memorandum of Understanding with McMaster University to expand the scope of the SSE repository to cover all of the 17 Sustainable Development Goals.

POSITION PURPOSE

The **Senior Project Officer** is responsible for managing the end-to-end delivery of the Social Systems Evidence collaboration at MSDI. The position works closely with project partner McMaster University (Canada) as well as external stakeholders and clients to curate the SSE database and deliver related services.

The Senior Project Officer is responsible for all aspects of project management, including managing whole-of-program workflows in collaboration with McMaster, developing proposals for external clients, coordinating ethics approvals and client contracts, providing expert advice on project related matters and overseeing timelines to achieve program deliverables and deliver related projects. The Senior Project Officer also will ensure the information management needs of the program are met and content is uploaded to the information management platform in collaboration with McMaster.

The position works closely with stakeholders, both internal and external, taking a collaborative approach to developing and delivering project proposals to achieve business development outcomes.

Internally, the position will interface with SSE, MSDI and McMaster staff regarding SSE content curation, business development strategy, external communications and projects conducted for MSDI staff across multiple business units. The position also ccollaborates internally with Monash Library staff and Monash University academics with content-area expertise in SDG topics.

Externally, the position interfaces with government, industry, media and other partners under the direction of the Academic Program Lead.

Reporting Line: The position reports to the, Academic Program Lead for SSE at MSDI

Supervisory Responsibilities: This position provides direct supervision to casual coding staff

Financial delegation: Not applicable

Budgetary responsibilities: The position is responsible for managing the SSE budget in collaboration with the Academic Program Lead and MSDI Finance Manager

KEY RESPONSIBILITIES

1. Manage the SSE content curation and delivery of projects by drawing on current project management methodologies including: understanding client needs and identifying project deliverables; developing project plans; co-ordinating ethics approvals; reporting on progress and performance against project schedules and performance indicators; and undertaking post-implementation reviews of progress against planned milestones and deliverables

2. Manage the implementation of the project deliverables including planning, overseeing and implementing protocols for externally commissioned reviews, one-on-one / group consultation and other commissioned activities

3. Participate in training of how to use the custom-designed Social Systems Evidence software platform to the level of understanding and being able to perform all coding, evidence appraisal and other processes used, and supervise more junior staff in appropriate tasks within these processes

4. Source and assign project resources, which may include preparing business development strategies to support the content management, project delivery and promotion of SSE, commissioning marketing collateral, development of funding proposals, and negotiating and managing contracts with external clients

5. Undertake research and analysis, devise solutions and provide practical and expert advice to senior management to address complex project related issues

6. Manage a highly trained, motivated and efficient pool of casual staff , with a focus on excellence and timeliness in project delivery

7. Exercise strong budget management for the project/s managed

8. Prepare or assist in preparation of position papers, briefings, reports and presentations for a range of audiences, including senior management and project partners

9. Develop and maintain strong working relationships with key project partners and undertake networking to support project objectives by networking, liaising, presenting information and coordinating or attending stakeholder and client meetings across multiple continents and timezones

10. Identify and report on risks and issues relating to projects and implement and monitor risk mitigation strategies

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:

   - postgraduate qualifications or progress towards postgraduate qualifications in an appropriate field such as Information Management, Project Management or a related discipline, along with extensive relevant experience in either or both of these areas; or

   - extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent project management skills with a proven record of successfully managing all aspects of medium to large scale projects through to completion, in accordance with project management methodologies, 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, influence and negotiate with a variety of stakeholders at all levels in the university, corporate, government and non-government sectors

5. Strong data management and analysis skills along with experience in information management systems, workflows and platforms

6. Experience in motivating and developing a team of professionals to achieve project objectives

7. Ability to track SSE activities across a range of project management software programs including SalesForce

8. Analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

9. Experience in compiling, writing, copy-editing and formatting reports to an excellent standard as required by external clients

10. Excellent interpersonal and communication skills, including experience in developing professional communication documentation and delivering effective presentations

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required including Melbourne CBD
- There may be a requirement to work additional hours from time to time; and as the project partner is in Canada, participate in some out of hours work
- There may be peak periods of work during which taking of leave may be restricted

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.