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 Information Technology aims to lead global IT research and education. Our strong reputation and international profile attracts the best students worldwide and we offer a range of accredited courses that transform our graduates into highly skilled and sought after IT professionals, equipped to work globally. Our research is multi-disciplinary, multi-campus and multi-national, giving us a unique capacity to reach out further and deeper than any other institution in Australia. Our research priorities are both technically ambitious and embedded in everyday life. To learn more about the Faculty and the exciting work we do, please visit our website: www.monash.edu/it.

Our values:

- Daring – we have the courage to radically shake things up when needed
- Excellence – we strive for excellence in everything we do, and expect the same of others
- Balance – we know we are at our best when we take care of the well-being of ourselves, our families, and our colleagues
- Passion – we do things because we believe in them
- Respect – we approach relationships with courtesy, professionalism and empathy

The Emerging Technologies Research Lab is an interdisciplinary and internationally embedded research lab which conducts research in the social, cultural and experiential dimension of the design, us and futures of new and emerging technologies. The Lab is a cross faculty initiative through the Faculties of Art, Design & Architecture and Information Technology at Monash University.

The rapid expansion of automated decision-making enabled by technologies from machine learning to the blockchain has great potential benefits, while it also creates serious new risks to human rights and welfare. Potential harms range from data discrimination against disadvantaged communities to the spread of disinformation for political and commercial ends. Increasing inequality, lower productivity and diminished economic security have been highlighted as risks in the coming decade.
The ARC Centre of Excellence for Automated Decision-Making and Society (ADM+S) is a new, cross-disciplinary, national research centre, which aims to create the knowledge and strategies necessary for responsible, ethical and inclusive automated decision-making. Funded by the Australian Research Council from 2020 to 2026, ADM+S is hosted at RMIT in Melbourne, Australia, with nodes in seven other Australian universities. The Centre brings together leading researchers in the humanities, social and technological sciences in an international industry, research and civil society network. Its priority domains for public engagement are news and media, transport, social services and health.

**POSITION PURPOSE**

The Project Coordinator provides a range of professional and high-quality administrative services to support the effective operation of the Centre for Excellence for Automated Decision Making and Society (ADM+S). This includes coordinating a range of services relating to travel and conference organisation data management and project milestones and maintaining excellent working relationships with internal and external stakeholders.

The Project Coordinator is the first point of contact for project enquiries from academics, professional staff and the general public and as such, provides sound and timely advice and support to the Centre of Excellence teams (Monash and RMIT), postgraduate students and external stakeholders.

**Reporting Line:** The position reports to Research Lab Manager, Emerging Technologies Research Lab

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Implement and coordinate a program of effective administrative processes and systems including providing services, responding to queries, advising on policy and process, supporting committees, project administration and producing reports in accordance with agreed standards and timeframes

2. Organise academic and industry focused in-person and online events and conferences

3. Communicate with research participants, academics and professional staff professionally and in a timely manner

4. Maintain service standards including prompt issues resolution and adherence to privacy, confidentiality and compliance requirements

5. Undertake the input and analysis of data, including ensuring effective security, storage and distribution of data, records and reports

6. Provide sound and timely advice, guidance and support to other staff, clients, students and stakeholders in areas of administrative and service responsibility

7. Maintain effective working relationships with colleagues, clients and other stakeholders to support and facilitate service delivery

8. Other duties as directed from time to time

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - A tertiary qualification in a relevant field; or
   - substantial relevant skills and work experience; or
   - an equivalent combination of relevant experience and/or education/training.
Knowledge and Skills

2. Excellent administration skills and a demonstrated capacity to coordinate effective operational processes and systems

3. Demonstrated organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines

4. A strong commitment to excellence in academic research and in managing academic and industry partnerships

5. Ability to work as an effective member of a team as well as the ability to exercise independence and judgement where required

6. Demonstrated analytical and problem-solving skills

7. Well-developed communication skills, including the ability to draft documentation and interact positively with a diverse range of clients, including research partners and participants in research projects, and respond positively when resolving issues

8. Highly developed computer literacy, including experience using business software such as Microsoft Office

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
- A current satisfactory Working With Children Check is required

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.