HUB PROJECT OFFICER

DEPARTMENT/UNIT  Civil Engineering

FACULTY/DIVISION  Engineering

CLASSIFICATION  HEW Level 6

WORK LOCATION  Clayton

ORGANISATIONAL CONTEXT

There’s a certain feeling you get from working at Monash University. It’s the feeling that you’re a part of something special. Something significant. And that’s because you’re not just starting your career, or taking on a bigger challenge. You’re making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you’ll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu.

The Faculty of Engineering is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, please visit our website.

The Department of Civil Engineering aims to provide high quality education, research and professional services globally for the mutual benefit of the students, the staff, the University, industry, the profession and the wider community. We offer several undergraduate degrees as well as postgraduate coursework degrees via Off Campus Learning. The Department actively pursues innovative and significant multi-disciplinary research to address the challenges for engineering in the 21st century. For more information about us and the work we do, please visit our website.

The ARC Nanocomm Hub, based at Monash Clayton campus, comprises of a network of 13 Australian and three overseas universities, along with 48 industry partners, including state government, creating a vast collaboration effort to truly innovate global infrastructure systems. Partners from the construction materials industry – many of which are small and medium enterprises (SMEs) – operate across Australia, New Zealand, China, Singapore and South Korea. Our research spans four areas: nanoscience, construction materials, green structures and asset management. Together Hub teams probe the full spectrum of the construction materials industry to inspire technological innovation throughout the sector. Our overarching goal is to create lighter, more resilient materials, ultimately contributing to a more sustainable and liveable Australia.
POSITION PURPOSE

The Hub Project Officer provides a range of high-level administrative and governance to support the ARC Nanocomm Hub. The position works closely with both internal and external partners to ensure smooth and professional operation of the program including KPI collection and analysis; annual report preparation; hub finance monitoring; purchasing and reimbursement; annual financial acquittal preparation as well as completion of project contracts and agreement variations. The Hub Project Officer also provides project coordination services to support projects and events, conducting a variety of general administrative duties such as coordination of events, Hub marketing activities and involvement on HR related activities for the Hub.

The Hub 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 the Hub Deputy Director (Operations) under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of project support services including: assisting with project scoping and identifying deliverables, monitoring and reporting on project progress, developing and collating documents, reports and correspondence, coordinating and providing executive support to project committees and meetings

2. Plan and undertake project related tasks, ensuring they are completed in accordance with agreed standards and timeframes

3. Coordinate and administer a function or service including undertaking promotional activities, providing executive support to committees, taking and preparing minutes and implementing and following-up action items

4. Act as a key liaison point and subject matter expert in relation to project progress and objectives

5. Undertake research, analyse results, investigate options and provide recommended solutions to project related issues

6. Prepare position papers, briefings, reports and presentations for a range of audiences

7. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of project-related administration, processes and systems

8. Develop, establish and maintain effective record management, filing and reporting systems to maintain records, manage documentation and coordinate workflow

9. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support project objectives

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A degree in a relevant field with subsequent relevant experience; or
   - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training
Knowledge and Skills

2. Excellent administration and project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes

3. Excellent planning and organisational skills, with experience establishing priorities and meeting deadlines

4. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative

5. Strong relationship building skills, including the ability to interact with a variety of stakeholders

6. Strong research, analytical and problem-solving skills

7. Highly-developed interpersonal and communication skills, including experience in developing professional documentation

8. Advanced computer literacy with the ability to use project management software

9. Demonstrated knowledge in project financial management within an operational environment and ability to engage with central budgeting and financial procedures

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

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.