PROJECT OFFICER

DEPARTMENT/UNIT  Cybersecurity and Systems
FACULTY/DIVISION  Faculty of IT
CLASSIFICATION  HEW Level 5
WORK LOCATION  Clayton campus

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 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 www.infotech.monash.edu.au/.

POSITION PURPOSE

The Project Officer is a part-time administrative position to support the team in managing and implementing this ARC Laureate programme. The position will provide support for the Laureate programme team meetings, events, travel, web site, social media, publications, and software artefact management. The Project Officer will support the team with industry liaison including industry partner visits and events, and will also support the Research Fellows in operations relating to the schools outreach programme, programme-related development events, the operation of the Living Lab research environment, programme-related student projects, and supporting visits from international collaborators. Additionally, the Project Officer will also provide EA support for the ARC Laureate including diary, communications and meeting management.

In line with this Laureate programme’s aims to improve the incorporation of human diversity into software engineering processes and engineered software, a diverse team is desired. Applications from people from underrepresented groups are strongly encouraged. The exact amount of part-time fraction is open to negotiation, and a job shared role will also be considered for the best candidate(s).

Reporting Line: The position reports to the ARC laureate

Supervisory Responsibilities: Not applicable
Financial Delegation: Not Applicable
Budgetary Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Work with the ARC Laureate and the Senior Research Fellow on programme implementation
2. Implement and deliver a range of effective administrative tasks including managing processes, providing services, responding to queries, advising on policy and process, supporting committees, project administration and producing reports in accordance with agreed standards and timeframes
3. Organise and support a range of programme events
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 and stakeholders in areas of administrative and service responsibility
7. Participate in and implement continuous improvement activities relating to service practices, quality assurance and customer service excellence
8. Maintain effective working relationships with colleagues, clients and other stakeholders to support and facilitate service delivery

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 organisation and administration skills, and a demonstrated capacity to deliver 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 relationship management and a hands-on approach to service provision
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 written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues
8. Highly developed computer literacy, including experience using business software such as Microsoft Office
9. Experience with using social media to promote activities and events
10. Some budget and financial management knowledge
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.