PROJECT ADMINISTRATION OFFICER

DEPARTMENT/UNIT Fire to Flourish / Monash Sustainable Development Institute

FACULTY/DIVISION Office of the Provost and Senior Vice President

CLASSIFICATION HEW Level 5

DESIGNATED CAMPUS OR LOCATION Clayton and Melbourne CBD campus

ORGANISATIONAL CONTEXT

At Monash, work feels different. There’s a sense of belonging, from contributing to something ground breaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR) is responsible for the development, implementation and continuous improvement of the University’s research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University’s strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University’s executive team, theDVCR further advances the University’s research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation.

Modified date: July 2023
Monash Sustainable Development Institute (MSDI) is committed to sustainable development research, translation and education. MSDI also engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally. Our expanding education focus includes postgraduate courses and PhD supervision alongside capacity development and student leadership activities. To learn more about MSDI please visit www.monash.edu/msdi.

Fire to Flourish is a bold and pioneering initiative, trialling and scaling innovations to enable community-led disaster resilience while addressing systemic disadvantage in Australian communities. Working in partnership with communities affected by the 2019/20 bushfires, the Program enables participatory processes, capability building and grant funded community-led projects to strengthen disaster resilience and develop the connections and leadership to shape a thriving future. It brings a consortium of partners together with the University's interdisciplinary research capabilities to support communities in this work, and to generate new evidence and insights to drive scaling pathways and systemic change at local, state and national scales. The Program’s underlying principles are to be community-led; foreground Aboriginal wisdom; enhance inclusion and self-determination; be strengths-based and trauma-informed; be holistic and impactful; learn, adapt and evolve. To learn more about Fire to Flourish please visit firetoflourish@monash.edu.

POSITION PURPOSE

The **Project Administration Officer** provides a range of professional and high-quality administrative services to support the effective operation of the transdisciplinary Fire to Flourish program. This includes implementing and undertaking a range of effective administrative tasks including assisting with program meetings and events, organising travel and maintaining excellent working relationships with internal and external stakeholders.

The Project Administration Officer provides administrative support for projects and programs with a focus on excellence in process and judgment, provision of sound and timely advice, and support the Executive Leadership team, program staff and other stakeholders.

**Reporting Line:** The position reports to the Program Director working under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Implement and deliver a range of effective administrative tasks including managing processes, providing services, responding to queries, advising on policy and process, supporting Executive committees and governance bodies, project administration and producing reports in accordance with agreed standards and timeframes

2. Support and service program meetings, workshops and events, including preparation of agendas, papers, minutes and correspondence

3. Support travel bookings, project purchasing, expenditure review and payment of invoices, adhering to resource allocations and University purchasing policies

4. Provide high levels of customer service in accordance with best practice guidelines, policy and procedure

5. Maintain service standards including prompt issues resolution and adherence to privacy, confidentiality and compliance requirements
6. Undertake the input and analysis of data, including ensuring effective security, storage and distribution of data, records and reports

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

8. Participate in and implement continuous improvement activities relating to service practices, quality assurance and customer service excellence

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

10. 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 deliver effective operational processes and systems

3. Previous experience with financial administration including procurement, purchasing and reporting strongly desired

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

5. A strong commitment to excellence in customer service and a hands-on approach to service provision

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

7. Demonstrated analytical and problem-solving skills

8. Well-developed written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues

9. Highly developed computer literacy with the ability to learn new systems

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

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.