SENIOR PROJECT OFFICER

DEPARTMENT/UNIT: Chemical Engineering
FACULTY/DIVISION: Faculty of Engineering
CLASSIFICATION: HEW Level 7
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 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: www.eng.monash.edu.au/.

Membrane technologies offer a sustainable approach for replacement of existing energy and space inefficient processes while also improving performance for a wide variety of applications including water and waste-stream treatment, food and beverage processing, and pharmaceutical production. The market is predicted to reach $28 billion by 2022. Membrane science and engineering is an important, interdisciplinary area of research with important intersections with other major Monash research efforts including additive manufacturing, nanoporous materials, pharmaceutical research and development, food science & engineering, and water purification for dairy and other industries. In collaboration with our additive manufacturing efforts and existing non-governmental organization partners, we have the opportunity for major global impact in the form of cheap, sustainable water purification for underserved populations and natural disasters.

POSITION PURPOSE
The Senior Project Officer provides a range of coordination services to allow for the development of a world-leading institute in membrane science at Monash. The Senior Project Officer will engage closely with external stakeholders and will be able to meet directly with industry partners over matters of separation science. The position assists the Centre Directors by developing project documentation, updates, and reports whilst undertaking a variety of administrative duties to support project objectives.
The Senior 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 director of the Monash Centre for Membrane Innovation under broad direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget 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, undertake and oversee project related tasks, ensuring they are completed in accordance with agreed standards and timeframes

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

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

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

6. Build and sustain relationships with an extensive network of internal and external stakeholders to support project objectives

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

8. Provide assistance towards the coordination of OHS procedures (including coordination of OHS training and record keeping) as well as the coordination of official Centre visitors

### KEY SELECTION CRITERIA

#### Education/Qualifications

1. The appointee will have:
   - A degree qualification in a relevant field with extensive relevant experience; or
   - extensive experience and management expertise in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training

#### Knowledge and Skills

2. High-level project management skills with a record of successfully coordinating or supporting projects through to completion in accordance with agreed 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 with, and gain co-operation from with a variety of stakeholders

5. High-level research, analytical and problem-solving skills and the ability to identify and recommend solutions to challenging issues

6. Excellent interpersonal and communication skills, including experience in developing professional documentation and presenting information
7. Advanced computer literacy with experience in the use of project management software and related application capabilities

8. Demonstrated experience in a similar Research Centre position

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.