PROJECT OFFICER

DEPARTMENT/UNIT
Department of General Practice, School of Public Health and Preventive Medicine

FACULTY/DIVISION
Medicine Nursing and Health Sciences

CLASSIFICATION
HEW Level 6

DESIGNATED CAMPUS OR LOCATION
553 St Kilda Road, Melbourne

ORGANISATIONAL CONTEXT

At Monash, work feels different. There’s a sense of belonging, from contributing to something groundbreaking – 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 groundbreaking 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 Faculty of Medicine, Nursing and Health Sciences is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both
discovery and clinical, our students, staff and alumni all work to directly improve people’s quality of life, reduce health inequality and promote greater health and social outcomes.

We’re globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We’re recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The School of Public Health and Preventive Medicine is committed to our vision of Health and wellbeing for all people and communities. We are one of the largest schools of public health in the Asia Pacific region. Through generating and synthesising impactful evidence, supporting the strengthening of our health systems and informing and transforming policy and practice, we can help overcome the health challenges being faced across Australia and more broadly. We have skills, knowledge and excellence across a range of disciplines including epidemiology, research methodology, biostatistics, research ethics, governance, clinical trials, clinical quality registries, qualitative research, evidence synthesis, implementation science, health economics, genomics, forensic science, health systems, services and policy, and clinical practice. This provides a strong foundation upon which we can inform, support and sustain equitable improvements in health for individuals and communities. The School is part of the Faculty of Medicine, Nursing and Health Sciences centred at the Alfred Hospital Campus with satellite units and partners embedded across other major Monash affiliated hospitals, research institutes and public health organisations.

The Department of General Practice is one of the largest in Australia with approximately thirty staff and a large number of higher degree research students. Its research strengths are in the areas of women’s health, vulnerable populations, guideline development and implementation in primary care and prevention and management of chronic and complex conditions.

The Monash University Research and Education Network – MonREN

Practice-Based Research Networks (PBRNs) are groups of clinicians, researchers, policy makers and consumers who come together to develop, design, undertake and report on research relevant to local primary care health needs. PBRNs can improve the health of communities through the strengthening and scale-up of high-quality primary care. Successful PBRNs require funding, administrative support, and the ability to generate and act upon research questions that arise from their members.

This project builds on an existing foundation within the Department of General Practice; the Monash Research and Education Network (MonREN). The aim of the position is to lead and build the Network, manage the MonREN database, engage with and promote PBRN membership to general practices and assist in organising networking and education events.

POSITION PURPOSE

The MonREN (Monash Research and Education) Network Project Officer provides a range of high-level administrative and project coordination services to support the end-to-end delivery of projects in the Department of General Practice. The Project Officer works closely with project partners and stakeholders to ensure the timely delivery of project deliverables. The position assists the MonREN Management Group and Stakeholder Advisory Group by developing project documentation, updates and reports and undertakes a variety of administrative duties to support project objectives.
The 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.

The Project Officer will also assist the project team to design and conduct 1 - 2 “proof of concept” research projects. The Project Officer will assist the team to conduct an evaluation of the project after the first year.

**Reporting Line:** The position reports to the chief investigator of the grant under broad direction

**Supervisory Responsibilities:** This position provides direct supervision to approximately 2 casual staff and students on occasion

**Financial Delegation:** Yes, in accordance with the University delegations schedule

**Budgetary Responsibilities:** The position is responsible for managing a budget of up to $100,000

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**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. 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 project related issues

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

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

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

8. Other duties as directed from time to time

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**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. Previous experience of Client Relationship Management systems will be viewed favourably
10. Experience in, or understanding of, working in primary care

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.