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POSITION DESCRIPTION

Senior Project Officer

Faculty/Division	Medicine & Health
Classification Level	Professional 7
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00202803
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	2 September 2024

Position Summary

The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures and prevention strategies that have the greatest chance of success.

The Senior Project Officer will work as part of a multidisciplinary team supporting infectious disease point-of-care testing programs operating in remote and regional Aboriginal and Torres Strait Islander communities across Australia. Specifically, the Senior Project Officer will be responsible for developing and maintaining effective communication between the program team and jurisdictional stakeholders and contributing to project management activities for the implementation and evaluation of the First Nations Molecular Point of Care Testing Program.

The role is Indigenous - identified. The role of Senior Project Officer reports to the Program Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Establish and maintain effective communication and strong working relationships with collaborators and internal and external stakeholders, including Aboriginal and Torres Strait Islander

communities and health organisations at local, jurisdictional and national level, seeking feedback and providing advice and updates on programs as applicable.

- Develop and contribute to communication strategies that ensure all stakeholders regularly receive program updates including program newsletters, email updates and program meetings.
- Coordinate and facilitate regular jurisdictional stakeholder meetings.
- Provide a high level of proactive program support to program team and stakeholders, including the development of project plans.
- Proactively contribute to presentations, conference submissions, peer reviewed publications and reporting to the funding body.
- Contribute to program quality improvement activities, including assessing and managing program risks and providing solutions where applicable.
- Support other program activities and staff as required.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

- Relevant public health degree with subsequent relevant experience or an equivalent level of knowledge gained through any other combination of training and/or experience.
- Experience working in infectious diseases in the remote Indigenous context is highly desirable.
- Demonstrated experience and skills in the delivery of public and/or primary health programs, preferably in Indigenous health, with knowledge and or experience of the project management process highly desirable.
- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.
- Demonstrated experience in stakeholder engagement, ideally with organisations in alignment with this program (i.e., peak Aboriginal and Torres Strait Islander representative bodies, Aboriginal medical services / Aboriginal Community Controlled Health Organisations, health department/ public health representatives etc).
- Excellent organisational, analytical, and problem-solving skills, with proven capacity to work independently and meet deadlines.
- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Demonstrated strong knowledge of Microsoft Office applications (Word, Excel, and PowerPoint in particular), or willingness to learn, for word processing, handling spreadsheets and preparation of presentations.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.