



POSITION DESCRIPTION

## **Project Officer**

April 2026

UNIVERSITY of  
**TASMANIA** 

## Position Summary

College / Division	UTAS Health
School / Section	Tasmanian School of Medicine
Location	Hobart
Classification	<u>HEO Level 6</u>
Reports to	Business Manager TSOM
Direct reports	Nil
Delegation level	<u>No Delegation</u>

## Position Overview

The position provides high level project and operational support to the Director, Medicine Program, working closely with the Business Manager and Medicine Program Manager. Under broad direction, the role contributes to the planning, coordination, and delivery of key initiatives, including strategic projects, program development activities, and accreditation processes.

The incumbent will engage and collaborate with internal and external stakeholders across UTas Health, industry partners, and the wider community, ensuring effective communication and coordination of project activities. The role supports the implementation of strategic priorities through contemporary, efficient, and outcomes-focused project practices.

A strong working knowledge of organisational policies, procedures, and governance frameworks is required, alongside the ability to apply sound judgement, identify solutions, and drive continuous improvement. The position requires initiative, adaptability, and the ability to work both independently and collaboratively across disciplines and campuses to achieve shared objectives.

## About the University of Tasmania

The University of Tasmania is a mission-driven institution dedicated to making a difference for Lutrúwita/Tasmania and a distinctive contribution from Tasmania to the world. As the sole university on the island, the University is deeply embedded in the social, economic, and environmental fabric of Tasmania, working in close partnership with communities, industry, and government to address key challenges in education, health, productivity, and climate action. The University takes pride in its place-based identity, leveraging Tasmania's unique geography, culture, and resources to offer world-leading research and education.

With a networked presence across Tasmania and beyond, the University of Tasmania is transitioning towards a more accessible, regionally connected, and innovative educational model. As it looks toward 2050, the University remains committed to fostering excellence, collaboration, and transformative education, preparing graduates to navigate the challenges of a rapidly changing world while remaining grounded in its place and purpose in Tasmania.

## **Accountabilities and outcomes**

### **Purpose**

Provides coordinated project and operational support to enable the effective delivery of the Medicine Program's strategic priorities, including program development and accreditation. Contributes to a high-performing, collaborative environment that supports Utas Health's mission to deliver quality, place-based medical education.

### **Key Outcomes**

- Coordinate and oversee the delivery of project activities that support the Medicine Program's strategic initiatives and approved priorities, ensuring outcomes are aligned, timely, and responsive to evolving program needs.
- Provide high-level project and operational support to the Director, Medicine Program, including the preparation and coordination of complex reports and briefings, supporting Medicine Program committees, governance documentation, and the proactive management of priorities and commitments.
- Provide coordinated operational support to the Medicine Program Manager, contributing to the effective day-to-day delivery of the program through planning, scheduling, issue resolution, and continuous improvement of administrative and operational processes.
- Build, manage, and influence effective working relationships with internal and external stakeholders, including UTas Health teams, clinical partners, and the broader community, to enable coordinated delivery of program outcomes.
- Lead and coordinate administrative and project support for accreditation and quality assurance processes, ensuring compliance with regulatory requirements and contributing to continuous improvement of systems and practices.
- Monitor, prioritise, and deliver across multiple concurrent projects and activities, exercising sound judgement and initiative to resolve issues, improve processes, and enhance the effectiveness of project delivery across the School.

### **Behavioural Expectations**

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

## **Success profile**

### **Personal Attributes**

- Evaluative: Excels at examining information and asking probing questions, documenting facts and interpreting data in an objective manner.

- Detail Oriented: Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.
- Structured: Works methodically to organise and plan tasks, upholds standards and works quickly, able to multi task to produce outcomes.

### **Core Capabilities**

- Well Managed Delivery and Performance: Effectively deploys management systems including planning, operational controls, ongoing performance management and reviews, progress and impact measurement and retrospective operational and outcome reviews.
- Self Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.

### **Role Specific Skills, Knowledge and Experience**

- Relevant tertiary qualification with subsequent experience in project coordination, program administration, or a related field, or an equivalent combination of experience and training.
- Demonstrated experience in coordinating and delivering projects or program activities within defined timeframes and resource constraints, with a focus on quality outcomes.
- Well-developed analytical and problem-solving skills, with the ability to assess information, prioritise competing demands, and apply sound judgement to achieve effective outcomes.
- Strong written and verbal communication skills, including experience preparing reports, briefings, and correspondence, and the ability to convey information clearly to a range of stakeholders.
- Proven ability to build, manage, and maintain effective working relationships with internal and external stakeholders, supporting collaboration and delivery of shared objectives.
- Experience in supporting or coordinating accreditation, compliance, or quality assurance processes, or the ability to quickly acquire this knowledge.
- Demonstrated ability to work both independently and collaboratively, maintaining professionalism, confidentiality, and a high standard of ethical conduct.
- High level of digital literacy, including experience working with business systems, project tools, and the Microsoft Office suite (or equivalent).
- Experience in coordinating staff or contributing to team-based delivery of projects or programs is desirable.
- Demonstrated resilience, adaptability, and a commitment to continuous improvement in a dynamic work environment.

## **Other Requirements**

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

As part of our commitment to a safe and inclusive workplace, employment history and National Police checks may be conducted as part of the selection process.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position