POSITION TITLE  | Project Officer– ISLAND Project
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COLLEGE/INSTITUTE/DIVISION  | College of Health and Medicine
SCHOOL/SECTION  | Wicking Dementia Research & Education Centre
CAMPUS  | Medical Sciences Precinct, Hobart
CLASSIFICATION  | HEO 5
DATE  | October 2019

POSITION SUMMARY

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The College of Health and Medicine (CHM) brings together five key entities: the School of Health Sciences, the School of Medicine, the School of Nursing, Menzies Institute for Medical Research and the Wicking Dementia Research and Education Centre. The structure provides the optimal model to boost health and medical research performance and transform health outcomes for the Tasmanian community.

The Wicking Dementia Research and Education Centre (Wicking Centre) is at the forefront of translational research relevant to people with dementia. The Wicking Centre are leaders in multi-disciplinary research and delivery of specialist dementia education, focused on the themes of Care, Cause and Prevention.

The Project Officer is responsible for providing project management support for all aspects of the ISLAND (Island Study Linking Ageing and Neurodegenerative Disease) Project to ensure successful delivery of project outcomes. Under general direction from the Project Manager, the position will support the full range of operating activities across the ISLAND Project including developing documentation, liaising with stakeholders, planning and attending events and meetings, guiding and evaluating community-based events and programs, organising travel and financial transaction processing. The position will have a primary focus on community engagement and promoting the ISLAND Project across Tasmania. Please note that this position will include some weekend and evening work to support project requirements. On occasions, this will also involve overnight intrastate travel.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles and celebrate the range of diversity assets which gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community.

POSITION RELATIONSHIPS

**Supervisor**  | Project Manager – ISLAND Study
Direct reports | Nil
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Other | The appointee must relate effectively with:
- Wicking Centre Director and Business Manager
- Wicking Centre staff and students
- Staff within the ISLAND Project team
- The ISLAND Cohort
- ISLAND Project Funding Bodies
- Staff and students of the College of Health and Medicine
- Members of the community and organisational stakeholders

**KEY ACCOUNTABILITIES AND OUTCOMES**

1. Provide support to the ISLAND Project manager on a range of project management and support services including preparation of reports and other documents, organising events, marketing and promotion (including social media), evaluating project outcomes, maintaining project documentation and implementing and monitoring project plans to ensure project outcomes are achieved on time, on budget, within scope and to quality standards.

2. Plan and organise community events and presentations to promote the ISLAND Project across Tasmania including attendance at conferences, community events and forums and visits to community organisations. Attend and represent the ISLAND Project at such events as required.

3. Communicate with key stakeholders and coordinate community activities, working groups, committees and consultation to facilitate exchange of information and support project completion in line with project plans.

4. Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.

5. Work proactively and with flexibility to adapt and respond positively to changing demands and tasks, while prioritising workload to meet deadlines.

**DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY**

Under the broad direction of the supervisor and within the context of the University’s policies and performance expectations, the appointee has a substantial degree of autonomy.
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<td><strong>Essential Requirements</strong></td>
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<td>1. Completion of a Diploma with at least two years work experience; and/or an equivalent combination of relevant experience and/or education/training.</td>
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<td>2. Demonstrated ability to manage multiple tasks and deliver outputs within specified time frames.</td>
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<td>3. Highly developed oral, written and inter-personal skills, including the ability to communicate effectively with a diverse range of people within a higher education setting and across a range of community groups and organisations.</td>
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<td>4. Demonstrated ability to work without direct supervision and as part of a team including well developed problem solving and decision-making skills.</td>
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<td>5. Demonstrated ability to interpret data and analyse information, to create and present clear and meaningful information to a range of stakeholders.</td>
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<td><strong>Desirable Requirements</strong></td>
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<td>1. Experience in community-based research projects or with community groups and organisations.</td>
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<td>2. High level computer skills with project management packages and relevant software (PowerPoint, Publisher etc) and social media platforms.</td>
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<td>3. Flexibility in working hours including some weekend and evening work. On occasions this will involve overnight travel within Tasmania.</td>
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WORKPLACE HEALTH AND SAFETY

- All staff assist the University to create and maintain an environment where people are safe, healthy and well by using and improving the systems and equipment we have for work.
- All staff actively manage risks associated with their work and report hazards, near-misses and incidents to their Supervisor to enable teams to positively learn and improve our systems and equipment.
- Supervising staff support and equip their teams to work safely by providing information, training and supervision. They respond quickly to issues and create an environment where teams are encouraged to positively intervene and empowered to make improvements.

UTAS STATEMENT OF VALUES

We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:
- Creating and serving shared purpose
- Nurturing a vital and sustainable community
- Focusing on opportunity
- Working from the strength diversity brings
- Collaborating in ways that help us be the best we can

Our University Behaviour Policy sets out these values, standards and expectations for appropriate behaviour that apply to all employees and characterise the collegial and community nature of our University.