

## Senior Project Officer

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<b>College/Division</b>	College of Health and Medicine
<b>School/Section</b>	Menzies Institute for Medical Research
<b>Location</b>	Medical Science Precinct, Hobart
<b>Classification</b>	HEO7
<b>Reporting line</b>	Reports to Theme Leader, Musculoskeletal Health and Disease

### 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.

We are seeking to appoint a Project Officer at the [Menzies Institute for Medical Research](#) (Menzies), part of the [College of Health and Medicine](#).

Menzies is one of Australia's leading health and medical research institutes and is recognised worldwide for its research excellence. Menzies' mission is to perform internationally significant medical research leading to healthier, longer and better lives for all Tasmanians. Research takes a bench-to-bedside and disease prevention approach that is aimed at improving patient care and clinical outcomes for the community by translating knowledge into clinical and policy actions and through the commercial application of discoveries. Tasmania, an island state with a population of over 500,000 people, has a discrete health system that enables close engagement with the University and with government agencies and health providers and offers a unique framework for translational health research.

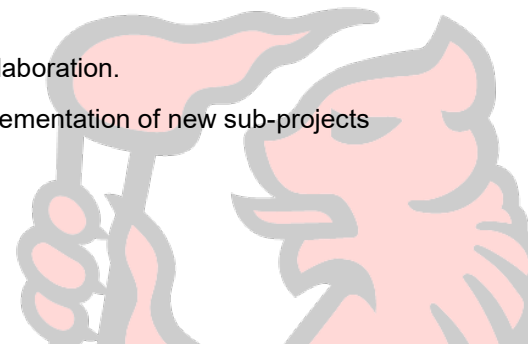
Menzies' five themes reflect the burden of disease in the Tasmanian community: Public Health and Primary Care; Musculoskeletal Health & Diseases; Brain Health & Diseases; Cardiovascular and Respiratory Health & Diseases; and Cancer, Genetics and Immunology.

The position sits within the Musculoskeletal Health and Disease Theme. The role will provide high-level support to a collaborative, Tasmanian project known as IMPACT-TAS. The aims of IMPACT-TAS are to improve the management and outcomes for Tasmanians with osteoarthritis and reduce the need for joint replacement surgery. The Senior Project Officer will work with researchers, clinicians, administrators, managers, policymakers and consumers to build the collaboration, develop new sub-projects and enhance research translation to maximise the impact of this work.

**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. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.**

### What You'll Do

- Work collaboratively with teams from research, policy and practice to coordinate IMPACT-TAS, strengthen the collaboration, build capacity and potential for impact.
- Manage communication and effective record-keeping across the collaboration.
- Work with all stakeholders to support the conceptualisation and implementation of new sub-projects



for IMPACT-TAS, including funding applications.

- Facilitate and participate in capacity building activities such as webinars, seminars, forums and workshops.
- Develop, implement, and evaluate research translation strategies for IMPACT-TAS.
- Develop content for and produce materials to disseminate research findings, such as lay and stakeholder reports, fact sheets, infographics, videographics, video interviews, profiles, case studies and policy briefs.
- Develop relationships with media stakeholders, respond to media enquiries and provide media support to team members.
- Contribute to ethics and governance applications and progress reports.
- Support process and outcome evaluations.
- Undertake other duties as assigned by the supervisor.

### What We're Looking For (success criteria)

- Completion of a degree with subsequent relevant experience in a related area or an equivalent combination of relevant experience and/or education or training.
- Demonstrated experience in project management and coordination.
- Excellent communication and interpersonal skills, with the ability to interact effectively with a range of people and organisations and maintain effective working relationships.
- Excellent organisational skills, including the ability to be self-directed, manage competing priorities and to use initiative, innovation and problem-solving skills for day-to-day management of the project and achievement of milestones and deadlines.
- Highly effective writing skills, with demonstrated experience preparing reports and/or funding applications and the ability to translate complex information into clear, interesting and relevant content for a variety of audiences.
- Demonstrated ability to perform tasks with a high degree of attention to detail.
- Practical experience with a range of computer software packages, including word processing, spreadsheet, database, and zoom platforms.

### University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

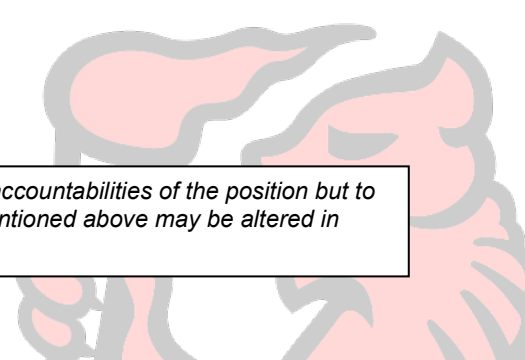
Check out more here:

<https://www.utas.edu.au/jobs>



<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

*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 above may be altered in accordance with the changing requirements of the position.*



*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*