



POSITION DESCRIPTION

**Program Support Officer**  
**Integrated Marine Observing System**

August 2024

UNIVERSITY of  
**TASMANIA** 

## Position Summary

College / Division	Research Division
School / Section	Integrated Marine Observing System
Location	Hobart
Classification	<u>HEO Level 5</u>
Reports to	Program Manager
Direct reports	None

## The Opportunity

As a Program Support Officer, you will provide essential support to the Program Manager in administering and reporting on IMOS activities. You will review facility reports, manage data in the project management system, and organise program documentation. A key focus will be creating informative dashboards that translate program data into clear performance insights for the IMOS Team. You'll help coordinate team activities by tracking tasks, supporting workload planning, and keeping everyone updated on progress. Working in a supportive and dynamic environment, you will support team coordination in new projects and assist skilled team members who are passionate about making a tangible difference to the marine science community and their work to protect our marine environment.

## About the University of Tasmania

The University of Tasmania is a mission-driven institution dedicated to making a difference for 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 true to its Tasmanian roots.

The Integrated Marine Observing System (IMOS) is a national collaborative research infrastructure, supported by the Australian Government (<http://imos.org.au/>). It is operated as an unincorporated joint venture, with the University of Tasmania as Lead Agent. IMOS provides a national, multi-institutional capability to undertake systematic and sustained observing of the marine environment, from the open ocean onto the continental shelf and into the coast, and across physical, chemical and biological variables. The IMOS program is implemented through a national portfolio of over 60 platform and technology-based Facilities. IMOS observations and data streams are discoverable and accessible via the Australian Ocean Data Network team within IMOS. Additional data is incorporated into this network from a wide range of partner organisations including research institutions, federal and state government departments, and private industry to enhance data access for the marine science community.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

# Accountabilities and outcomes

## Purpose

The Project Support Officer will provide essential support to the Program Manager, enabling the implementation of IMOS projects and helping deliver a critical piece of national research infrastructure.

The Program Support Officer will assist with reviewing reports, supporting IMOS project management and interactive reporting systems, maintaining documentation, and supporting process improvement initiatives. Critical tasks include helping identify, track and manage tasks and priorities and improve team efficiency; supporting the team in identifying and solving challenges; helping meeting deliverables and recognising achievements. The Program Support Officer works collaboratively with team members across the IMOS Office to deliver the IMOS program.

## Key Result Areas

- Under direction, support the Program Manager through data entry and verification in project management systems and reviewing facility reports.
- Support the Program Manager with monitoring and reporting of operational milestones and project progress, including preparation of regular reports.
- Take ownership of the maintenance and improvement of internal project reporting dashboards using business intelligence tools (Microsoft Power Platform). Connect project management and impact data to create interactive reports for use by the IMOS team to assess and manage program performance.
- Assist with the operation and maintenance of project management systems, including data quality control, user support, and system updates.
- Contribute to team activities through participation in relevant meetings to capture tasks and actions, maintain a comprehensive register of task progression, follow up on overdue or at-risk tasks, and provide regular updates on internal projects, upcoming deliverables and team success.
- Provide support for workload planning, project phasing, and coordination of team involvement in new projects.
- Coordinate and participate in stakeholder meetings, where required, and support the coordination of outcomes and team activities.
- Help manage the IMOS body of knowledge through existing document management systems, ensuring version control and appropriate accessibility including streamlining approaches across the admin and AODN teams.
- Support process improvement initiatives by identifying and helping implement opportunities for efficiency and clarity.

## 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

- Flexible: Able to work effectively in a dynamic environment as part of a diverse team, adopt established workflows and adapt to changing priorities.
- Organized: Excellent planning and organization skills with the ability to maintain clear records, track multiple priorities, and ensure deadlines are met.

- **Detail Oriented:** Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.
- **Collaborative:** Works effectively with team members at all levels, building productive relationships and facilitating communication.
- **Proactive:** Takes initiative to identify issues or potential improvements and works independently to address them.

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

- Demonstrated project management and coordination skills with accuracy and a high level of attention to detail.
- Experience in project monitoring and reporting, implementing procedures and providing concise analysis of activities.
- Demonstrated experience with and knowledge of management systems as well as some experience with business intelligence tools and dashboard reporting.
- Well-developed oral and written communication skills with a demonstrated ability to communicate with a diverse range of people, and work flexibly and proactively as a team member.
- High-level organisational skills, including the ability to manage time, think laterally, meet deadlines, gather relevant information and prioritise.
- Ability to research an issue and provide a concise summary and recommendations.
- Demonstrated capacity to act within established guidelines, using sound judgement, impartiality and maintaining confidentiality.

### **Desirable**

- A broad understanding of multidisciplinary science and the management of complex research projects.
- Experience with Microsoft Power Platform, including preparing and managing datasets for integration into dashboards.
- Knowledge of impact frameworks to support program delivery and reporting.

### **Qualifications and Licence**

- Completion of a qualification in business administration, project support or similar with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.

### **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.

**COVID-19** *The University of Tasmania strongly encourages employees to maintain COVID-19 vaccination in line with relevant Australian Government health advice.*





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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.