

<b>Position Title</b>	Project Officer
<b>Classification</b>	Level 6
<b>School/Division</b>	Biomedical Sciences
<b>Centre/Section</b>	Centre for Respiratory Health
<b>Supervisor Title</b>	Research Fellow
<b>Supervisor Position Number</b>	313736
<b>Position Number</b>	320596

### **Your work area**

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The National Centre for Asbestos Related Diseases (NCARD) is a National Health and Medical Research Council's (NHMRC) Centre for Research Excellence within the University of Western Australia and Centre for Respiratory Health.

### **Reporting structure**

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Reports to: Research Fellow

### **Your role**

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As the appointee you will, under general direction, provide project, administrative and executive research and marketing support to the area.

### **Your key responsibilities**

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Contribute to the implementation of the NCARD research strategy, providing operational, project and administrative support and facilitation to relevant stakeholders, committees and working groups

Liaise with research staff and research collaborators to perform a range of duties to assist researchers

Maintain relevant project databases and research materials

Contribute to marketing and communication of research activities, outcomes, capabilities, and events both internally and externally

Coordinate administrative functions that may involve media liaison, publicity, visits and activities, including with asbestos disease support groups and donors

Produce and circulate news items about Centre research, identify an appropriate audience, and manage media and social media

Maintain effective policy and procedural documents related to research management, ensuring alignment and compliance with relevant rules, policies and procedures of the Centre, University and Institute

Liaise with other areas and organisations within and external to the university

Other duties as required

## **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualification in science, project management, health-related or social science field or demonstrated equivalent competency

Advanced computer skills in word processing, spreadsheets, presentation and database applications with proven aptitude for learning new software packages

Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Demonstrated high level written and verbal communication skills, including the ability to effectively liaise with internal and external stakeholders at multiple levels

Proven ability to prioritise workloads, meet deadlines and deliver high quality outcomes using initiative

Highly developed organisational skills, with excellent accuracy and attention to detail

Demonstrated experience working as part of a team and effectively contributing to the productive management of a dynamic and multi-disciplinary environment

## **Special requirements (selection criteria)**

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Proof of current full COVID-19 Vaccination or a Vaccination Exemption Statement recorded on the Australian Immunisation Register is required in accordance with the Western Australia COVID-19 Mandatory Vaccination Programme

## **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](https://safety.uwa.edu.au/)