



Position Description

Position Title:	Project Officer - Rural and Remote Training
Position Classification:	Level 6
Position Number:	319610
Faculty/Office:	Service Delivery
School/Division:	Academic Services
Centre/Section:	SDC HMS – Medical School – Rural Clinical School of WA
Supervisor Title:	Team Leader, Academic Services
Supervisor Position Number:	316998

Your work area

Located in the Bunbury office of the Rural Clinical School of WA (RCSWA), the Project Officer will be the administrative person for the RCSWA covering the Great Southern and South West in the Great Southern/South West Regional Training Hub as part of the Integrated Rural Training Pipeline (IRTP). The Project Officer will work closely with the Southern Academic Leads, the Team Leader, Academic Services, academic staff working as part of the three Regional Training Hubs, other relevant academic staff and the Senior Team Leader.

The Rural Clinical School of Western Australia is a unit within the Medical School of the Faculty of Health and Medical Sciences, which provides rural clinical training for WA medical students. The RCSWA spans a breadth of some 3,500kms across multiple sites in WA order to provide a positive rural educational experience, increase the quantity and quality of the rural workforce and in turn improve health outcomes in rural and remote Australia.

Reporting structure

Reports to: Team Leader, Academic Services

Your role

As the appointee you will, under limited direction, work with staff on the Integrated Rural Training Pipeline (IRTP) project. You will liaise with staff in order to assist in planning, developing and implementing the project.

Your key responsibilities

Contribute to project plans including assisting in the project schedule and budgets

Provide reports and advice on the progress of projects

Coordinate objectives identified in the agreed project plans

Coordinate implementation plans for the projects

Maintain effective relationships and partnerships with key stakeholders in the Kimberley/Pilbara Hub

Provide input into various projects, programs, policy and consultation processes

Provide reports and analyse information relating to the effect of rural medical workforce programs in the Great Southern/ South West Hub

Contribute to the strategic opportunities in developing a rural medical workforce in WA

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Substantial relevant administrative experience at an appropriate level

Highly developed written and verbal communication skills including the ability to consult with a range of staff

Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative and work productively as part of a team

Special requirements (selection criteria)

There are no special requirements

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.