



SENIOR PROJECT OFFICER

DEPARTMENT/UNIT	School of Psychological Sciences
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 6
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences. We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life. Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals. We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

The **Monash School of Psychological Sciences** is ranked among the best in the world. Our School's mission is to develop students and research outcomes that make significant contributions to improving the lives of others globally. Our overarching vision is to make significant and long-lasting impact that changes the world around us, beginning in infancy and across the lifespan. Drawing on the expertise of our staff and the University's unique research platforms and technology, our mission is to sustain and build on Monash's position with world-class research and teaching in Psychology.

Housed within the School of Psychological Sciences, the **Turner Institute for Brain and Mental Health** takes the application of world leading research dedicated to understanding the brain and mind into communities with the aim to make real impact. We aim to leverage Monash's involvement in Melbourne's south-east corridor by making local changes with global research significance. We bring together sophisticated cognitive and clinical phenotyping, advanced genomics, brain imaging and computational modelling and clinical translation to deliver novel prevention and treatment approaches for cognitive and mental disorders. The Institute has a focus on

basic and translational research in brain and mental health and plays an international role in identifying problems as well as mitigating them, creating interventions or clinical solutions.

POSITION PURPOSE

The StoutLab Senior Project Officer provides a range of high-level administrative and broad project management oversight to research projects, clinical trial projects, and other StoutLab activities. The StoutLab Senior Project Officer works closely with project partners and stakeholders to ensure the timely delivery of project deliverables within budget. Specifically, the StoutLab Senior Project Officer undertakes activities associated with the day-to-day running of the StoutLab developing project documentation, budget planning, ethics committee submissions, updates and reports and undertakes a variety of administrative duties to support project objectives.

The StoutLab Senior Project Officer operates with excellence and expertise in process and judgement to provide sound and timely advice and support to project staff and other stakeholders.

Reporting Line: The position reports to the Director of Stoutlab under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of project support services including: assisting with project scoping and identifying deliverables, monitoring and reporting on project progress, developing and collating documents, reports and correspondence, coordinating and providing executive support to project committees and meetings
2. Plan and undertake project related tasks, ensuring they are completed in accordance with agreed standards and timeframes
3. Act as a key liaison point and subject matter expert in relation to project progress and objectives
4. Undertake research, analyse results, investigate options and provide recommended solutions to project related issues
5. Prepare position papers, briefings, reports and presentations for a range of audiences
6. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support project objectives
7. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of project- related administration, processes and systems
8. Responsible for budget planning for staff and grant proposals and ongoing tracking of project expenses and fund balances

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field with subsequent relevant experience; or
 - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent administration and project coordination skills with the ability to support projects through from conception to completion in accordance with agreed standards and timeframes
3. Excellent planning and organisational skills, with experience establishing priorities and meeting deadlines
4. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative
5. Strong relationship building skills, including the ability to interact with a variety of stakeholders
6. Strong analytical and problem-solving skills
7. Highly-developed interpersonal and communication skills, including experience in developing professional documentation
8. Advanced computer literacy with the ability to use project management software, financial management software, MS Excel, Word, PowerPoint, Google Suite including Google Mail, Sites, Sheets, Docs

OTHER JOB-RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.