



PROJECT OFFICER

DEPARTMENT/UNIT	Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Provost and Senior Vice President
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR 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 **Provost & Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the university's academic strategy and priorities with view to improving the education and research performance of the university; oversight of faculties, academic related portfolios and university-wide centres and institutes oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute** (MSDI) is advancing the wellbeing of people and planet, for current and future generations. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to bring together applied and transdisciplinary researchers, practitioners and students to advance systems transformation for sustainable development; and provides a platform to create change through deep collaboration, working in close partnership with government, industry and communities to amplify our impact. MSDI is also host to the Sustainable Development Solutions Network (SDSN) Australia, New Zealand and Pacific Regional Centre. We offer forward-thinking study programs and courses that enable people and organisations to engage with and respond to some of the biggest environmental, economic and social issues facing our world today. For more information, please visit www.monash.edu/msdi

MSDI is leading a 5 year transdisciplinary action-research program that will partner with bushfire-affected communities to develop and implement a community-led model for strengthening bushfire resilience and disrupting structural disadvantage. The program brings together researchers from social sciences, business, medicine and urban design disciplines, as well as practice-based social impact practitioners, across Australia. The program team will work closely with local communities for the program design and delivery, and will also

partner with institutional stakeholders to increase adoption of program insights and outputs and drive widespread change.

POSITION PURPOSE

The Project Officer is responsible for providing high quality project and administrative support to this large transdisciplinary research program. The Project Officer coordinates meeting schedules, travel planning and purchasing, assists with communications and reporting between research leads and teams, and support systems and processes to foster program collaboration. The positions liaises with academics and project staff across Australia, as well as with University support staff.

The 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 Program Director working under general 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. Support and service program meetings, workshops and events, including preparation of agendas, papers, minutes and correspondence.
3. Coordinate travel planning, project purchasing and payment of invoices, adhering to resource allocations and University purchasing policies.
4. Assist with the preparation of periodic reports of program activities, including financial and milestone reporting as well as reports to funding bodies.
5. Act as a point of contact for the Program Executive with program stakeholders as required, to ensure effective working relationships and efficient flows of information.
6. Support program communication, including administration of web-based collaboration tools.
7. Build and sustain effective working relationships with peers, colleagues and relevant staff across an interstate program and within the University to identify specific needs and issues, develop quality and consistent processes and systems and support project objectives
8. Provide information, advice and expertise in regard to a broad range of operational responsibilities including data collection, project planning, finance processes and reporting requirements, and monitor, evaluate and improve project output.
9. Exercise initiative and discretion in resolving issues, and actively participate in continuous improvement activities to enhance the efficiency and effectiveness of project- related administration, processes and systems
10. Other duties as directed from time to time

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 proven ability to support projects through to completion in accordance with agreed standards and timeframes
3. Demonstrated, highly developed written and verbal communication skills, including the ability to draft correspondence and reports.
4. Excellent planning and organisational skills, with experience managing competing demands, establishing priorities and meeting deadlines
5. Experience and demonstrated ability to develop, implement and maintain efficient and effective administrative systems and databases, as well as the capacity to maintain strict confidentiality
6. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative
7. Highly developed interpersonal and relationship building skills, including the ability to interact with a variety of stakeholders, deal tactfully with people from a diverse range of backgrounds and effectively manage key stakeholder relationships
8. Excellent problem-solving skills, including through the application and use of analytical and diagnostic skills, discretion, innovation and professional expertise
9. Highly-developed computer literacy with the ability to use project management software, and the ability to learn new systems and understand program relevant legislation and regulation

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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.