

Position Description

Project and Administration Officer, Reducing Gender-based Violence

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| Position No: | NEW |
| Business Unit: | Office of the Provost |
| Division: | La Trobe Rural Health School |
| Department: | Violet Vines Marshman Centre for Rural Health Research |
| Classification Level: | HEO5 |
| Employment Type: | Part Time, Fixed-Term |
| Campus Location: | Bendigo |
| Other Benefits: | http://www.latrobe.edu.au/jobs/working/benefits |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

This position is based in the Reducing Gender-based Violence Research Group (ReGEN) at the Violet Vines Marshman Centre for Rural Health Research (VVMC) within the La Trobe Rural Health School (LRHS). ReGEN leads the university in research into the prevention and response to gender-based violence (GBV). ReGEN is committed to conducting exceptional research into GBV across Australia and internationally.

The **Project and Administration Officer** reports to the ReGEN Research Manager, supporting the ReGEN Director and research team in successfully implementing projects and conducting GBV research. This includes supporting the Research Manager with the day-to-day operations for achieving research excellence, ensuring projects comply with La Trobe University policy and procedure. The role also includes providing administrative and project support to ReGEN staff, such as coordinating projects, development of resources and reports, and assistance with the lived experience expert group. They will support the Research Manager in all financial, human resources, inventory, equipment, and infrastructure responsibilities for ReGEN.

This role will also support the Reducing Gender-based Violence Network, established in 2014, which aims to strengthen and grow La Trobe University's internal and external collaboration and partnerships on GBV research and build capacity of our student and early career researchers through support and mentorship. This includes organising guest speakers, a monthly newsletter and other activities as required.

This position is based at Bundoora (hybrid) and may require travel to other La Trobe University campuses.

Duties at this level will include:

- Supports the Research Manager to provide administrative and project support to ReGEN researchers and the ReGEN Director.
- Operates as an individual responsible for organising and delivering specialised work to meet the objectives of ReGEN, VVMC, and La Trobe Rural Health School.
- Monitors and maintains records and reports to meet internal and external requirements.
- Liaises, communicates and builds relationships within La Trobe and with outside bodies to support ReGEN, VVMC and La Trobe Rural Health activities.
- Contribute to an effective and cohesive team and ensures effective communication processes.
- Supports the ReGEN Network, including coordinating membership, guest speakers, and promoting events.
- Support broader VVMC research administration requirements when required.
- Liaising with victim-survivors through a trauma-informed approach

Essential Criteria

Skills and knowledge required for the position

- Completion of a degree in a relevant area.
- Demonstrated experience in project coordination and administration within a university or a health/ community setting.
- Some knowledge and understanding of GBV prevention frameworks (i.e. Our Watch's Change the Story).
- Ability to work in a sensitive environment with people with lived experience of GBV.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.

- High-level proficiency in computer software packages, including word processing, spreadsheets, databases, electronic mail, and using the Internet as a research tool.
- Excellent communication and interpersonal skills, stakeholder engagement and solution-orientated approach.
- Strong analytical, problem-solving and planning abilities.

Selection Criteria

Respond with 250 words maximum per selection criteria point.

- Demonstrated experience with project coordination and administration.
- Knowledge and understanding of GBV frameworks (i.e. Change the Story).
- Demonstrated proficiency with technology relevant to the role including word processing.
- Possess a high level of interpersonal skills and demonstrated ability to work independently and as part of a team.

Capabilities required to be successful in the position

- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices to improve current ways of working.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:

WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials:

Date: