POSITION DESCRIPTION

Project Coordinator

Integrated Marine Observing System

August 2024

UNIVERSITY *of* **TASMANIA**

Position Summary

College / Division	Research Division
School / Section	Integrated Marine Observing System
Location	Hobart
Classification	HEO Level 6
Reports to	Program Manager - AODN
Direct reports	None

The Opportunity

As a Project Coordinator, you will help support the Australian Ocean Data Network (AODN) to deliver data from national environmental data collection programs to stakeholders for research, decision making and other uses. Working in a dynamic environment, you will assist with the coordination of projects involving skilled software and data engineers who are passionate about technology and building products that make a tangible difference to the marine science community and the important work that they do to help protect our marine environment.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generate powerful ideas for and from Tasmania.

The Integrated Marine Observing System (IMOS) is a national collaborative research infrastructure, supported by the Australian Government (http://imos.org.au/). It is operated as an unincorporated joint venture, with the University of Tasmania as Lead Agent. IMOS provides a national, multi-institutional capability to undertake systematic and sustained observing of the marine environment, from the open ocean onto the continental shelf and into the coast, and across physical, chemical and biological variables. The IMOS program is implemented through a national portfolio of over 60 platform and technology-based Facilities.

All observations undertaken by the IMOS program produce data streams that are discoverable and accessible via the AODN platform. Additional data is incorporated into this network from a wide range of partner organisations including research institutions, federal and state government departments, and private industry.

The AODN provides a single integrated framework for marine data and information management, discovery and access. The AODN also manages specialised systems for Reef Monitoring, Animal

Tracking and other specific marine focused applications. The AODN infrastructure employs open-source principles and is standards-based, utilising ISO and OGC standards for metadata and data. It is hosted on an Amazon Web Services (AWS) platform to deliver information infrastructure for IMOS and the broader community.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

The role is responsible for providing coordination and project support to a broad range of AODN initiatives, projects and programs. The role directly supports project and program management functions including program governance, finance and procurement, organisation, information management, and communication.

Key Result Areas

- Under broad direction, support the day-to-day functions of the AODN team including team administration, reference to UTAS policies and procedures, project administration and supporting logistical arrangements for the team.
- Coordinate and administer labour-hire and vendor contracts, procurement and payment processes, and effectively administer third-party software subscriptions, users and accounts.
- Organise and participate in stakeholder meetings (including governance meetings, workshops, review sessions, schedule testing/training etc) and support induction and onboarding/offboarding of project team members and vendor resources.
- Provide program governance support including risk, issue, decision, and dependency tracking, follow up, and reporting.
- Establish and maintain project artefacts (e.g. deliverables registers, business endorsement reviews, lessons learnt, quality reviews, etc) and oversee AODN information and content in various repositories including AODN pages on the IMOS website.
- Assist the Program Manager and Product Managers with program and project reporting and assist with the development and review of project communications.

Behavioural Expectations
We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Flexible: Able to work effectively in a dynamic environment as part of a diverse team, adopt established workflows and adapt to changing priorities.

- Innovative: Able to produce new ideas and develop novel solutions. Readily applies theories and concepts to form strategies and navigate future trends.
- Driven: Takes action, uses initiative and pursues outstanding results, even when presented with difficulties or setbacks.
- Investigative: Readily takes up opportunities to learn and acquire new skills and can identify issues and make intuitive judgements.
- Detail Oriented: Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.

Role Specific Skills, Knowledge and Experience

Essential

- Demonstrated extensive understanding of project management principles, financial and governance controls, and risk/issue/dependency management.
- Demonstrated ability to use standard project management/delivery tools including MS Office applications.
- Strong organisational skills with the ability to manage a range of competing tasks under pressure and deliver quality outputs.
- Quality written skills to enable production of reports communicating complex technical information, along with strong verbal communication skills.
- Ability to foster teamwork and collaborative relationships.
- Strong prioritisation and time management skills.
- Ability to operate autonomously within the boundaries of the role, exercising discretion, good judgement and taking shared responsibility for project outcomes.
- Be able to deal with ambiguity in information gathering.

Desirable
- Experience working within a project management office delivering digital technology projects.
- Demonstrated experience supporting teams who deliver complex data-oriented projects.
- Familiarity of working with an agile development team.

Qualifications and Licence

- Completion of a degree qualification in project management or similar with subsequent relevant experience, or an equivalent combination of relevant experience and/or education /training.

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

COVID-19 *The University of Tasmania strongly encourages employees to maintain COVID-19 vaccination in line with relevant Australian Government health advice.*

Learn more

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utas.edu.au

The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position.