



Position Description

Position Title:	Project Officer (CCHRN)
Position Classification:	Level 7
Position Number:	315026
Faculty/Office:	Office of DVC Research
School/Division:	Western Australian Health Translation Network (WAHTN)
Centre/Section:	
Supervisor Title:	Programme Manager (Consumer and Community Health Research Network (CCHRN))
Supervisor Position Number:	317075

Your work area

The WAHTN is a co-operative enterprise linking all of WA Universities, key MRIs and major teaching hospitals. Its goal is to enhance opportunities for translation of health research and to build profile of the research enterprise in WA. The State Government has committed funds to a small executive group to ensure sustainability and development of the WAHTN. The WAHTN will be established as an unincorporated joint venture where the University of Western Australia acts as Centre Agent in transfer of money from the Department of Health to the Joint Venture.

There is an emphasis on joint research collaborations, maintenance and extension of links in relation to undergraduate and postgraduate learning and development and encouragement of excellence in translation of research with particular focus on capitalising opportunities for delivering profound and lasting impact.

The Consumer and Community Health Research Network (CCHRN) has been funded under the WAHTN to expand the current consumer and community programs across WAHTN partners. CCHRN will develop, deliver and embed consumer and community involvement and research translation across Western Australia.

The UWA has been appointed Centre Agent for the WAHTN to provide HR and financial support to the WAHTN.

The WAHTN office is located in the Perkins Institute North Building.

Reporting structure

Reports to: Programme Manager

Direct reports: Administrative Officer

Your role

As the appointee, you will, under limited direction, be responsible for the planning, design, development, coordination and implementation of the Consumer and Community Health Research Network's strategic initiatives and activities. You will develop professional working relationships to achieve this goal and vision.

Key responsibilities

Work collaboratively with the Consumer and Community Health Research Network Head and Program Manager to implement the project management plan of the Network's Strategic Framework

Manage the day to day operational aspects of the Network's program platforms

Develop, maintain and manage CCHRN's website and databases of researchers, consumers, community members, community organisations that have an interest in being involved in research projects and other output measures required

Provide advice and information regarding policies, procedures, resource use and allocation, and any other aspects of the program of works

Supervise the Administrative Officer and other casual contract positions

Define and measure the scope, goals, milestones and deliverables that support CCHRN's objectives

Plan, design and participate in communications, marketing, promotional activities, events and agreed operational planning projects to effectively engage internal and external stakeholders across CCHRN

Contribute to CCHRN's training workshops as required

Prepare reports relating to the outputs and deliverables for the CCHRN Head and Program Manager and any other ad hoc reporting requirements

Support the CCHRN Head and Program Manager in meeting key performance indicators and any other duties as required

Other duties as required

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or equivalent competency

Substantial project management, marketing and promotion experience

Excellent written and verbal communication and interpersonal skills with a capability to interact and consult with a wide range of stakeholders and build key relationships

Excellent planning and organisational skills

Proficiency in computing skills including word processing, spreadsheets, databases, , internet, emails and web technologies, including experience of preferably inDesign, Photoshop or similar and web design

Highly developed conceptual, analytical and problem solving skills

Demonstrated ability to review, develop and implement policies and procedures

Demonstrated research skills, report writing and proficiency in synthesising information

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

Capacity to deal with matters tactfully, discreetly, confidently and with integrity

Experience working in a University environment with a sound knowledge of University policies, procedures and structures and of the higher education sector and research environment, in particular medical research

Special Requirements (selection criteria)

Current "C" class driver's licence

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>.