

Project Officer

Position Number: 00085647
Position Title: Project Officer
Date Written: July 2020

Faculty / Division: UNSW Medicine
School / Unit: The Kirby Institute
Position Level: Level 6

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Delivers high performance and demonstrates service excellence.



Thinks creatively and develops new ways of working. Initiates and embraces change.



Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Values individual differences and contributions of all people and promotes inclusion.



Treats others with dignity and empathy. Communicates with integrity and openness.

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The Kirby Institute is a leading global research institute dedicated to the prevention and treatment of infectious diseases. Established in 1986 in response to the then emerging HIV epidemic, the Kirby Institute now contributes to knowledge on a broad range of diseases, including viral hepatitis and sexually transmissible infections. Focussing on the coordination of national surveillance programs, population health and epidemiological research, clinical and behavioural research and clinical trials, the Kirby Institute's research projects are conducted in partnership with communities most affected by epidemics.

The Kirby Institute aims to find ways to control infections, develop new therapies and preventative vaccines, as well as providing critical leadership to decision makers in Australia and internationally on the most effective, efficient and sustainable strategies to address epidemics.

The Project Officer will provide administrative and research support to the Aboriginal and Torres Strait Islander COVID-19 Point of Care (POC) Testing Program. The Project Officer will be responsible for coordinating and managing an efficient and effective supply chain related to all consumables, equipment and software required to deliver the Aboriginal and Torres Strait Islander COVID-19 POC Testing Program. This Program is complex and responds to the rapidly changing COVID-19 public health emergency requiring logistics coordination of test kits and consumables for POC testing to remote sites across Australia in an environment with constraints in national freight services and global test cartridge allocations. The supply of POC Testing requirements is managed on a week to week basis according to testing uptake and demand in health services.

The role of Project Officer reports to Hub Project Manager and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Provide general project support to the Aboriginal and Torres Strait Islander COVID-19 POC Testing Program, attend project meetings, and maintain a strong working relationship with members of the Program including collaborators and external stakeholders
- Develop and maintain systems to effectively manage logistics including the supply chain process and projected COVID-19 test modelling to inform procurement and to prioritise site distribution. This information will be reconciled weekly against actual test usage from the Program dashboard and adjustments made to manage supply of limited consumables, including test cartridges
- Prepare and submit weekly supplier order forms. This will include review of site registration forms, liaison with the internal team, completing supplier templates and applying the correct number of COVID-19 Tests with the agreed ratio of Personal Protective Equipment items
- Liaise with suppliers, i.e.. Cepheid and Logical Freight Solutions, to coordinate the orders placed, stock on hand, timelines, or delays and to confirm the process runs smoothly providing a prompt response to any questions raised within the Program or by external stakeholders
- Manage the budget allocated for the Program logistics items and reconcile the stock ordering and invoices received from suppliers in accordance with supplier agreements and contracts
- Point of contact for internal team and enquiries related to distribution. Confirm receipt of goods by sites, storage and management of defective products or goods damaged during the distribution process, including resupply as required. Manage internal communication to inform staff of product distribution to

trigger training commencement. Track the process required to manage returns as agreed under supplier agreements and contracts

- Contribute to reporting requirements, regularly communicate as required and flag concerns or risks that may need to be mitigated to avoid delays in the Program logistics
- Work closely with the Logistics Research Officer
- Perform other duties as requested by the supervisor
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

- Relevant Bachelor of Science degree and/or work experience in a related field, or an equivalent level of knowledge gained through any other combination of education, training and/or experience. Knowledge of infectious disease and blood borne viruses, and/or experience working with vulnerable, marginalised, or at-risk populations will be highly regarded
- Substantial experience in project management and the provision of logistical and administrative support in a similar role within an academic, medical or research environment
- Previous involvement supporting financial management and processing of payments
- Excellent oral and written communication skills with the ability to collaborate effectively in a multidisciplinary team
- Strong organisational skills with a proven capacity to work independently, show initiative, prioritise own workload, meet agreed outcomes and problem solve
- Demonstrated strong knowledge of Microsoft Office applications (Word, Excel, and PowerPoint in particular) for word processing, handling spreadsheets and preparation of presentations
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.