PAIR PROGRAM OFFICER

DEPARTMENT/UNIT	Australia-Indonesia Centre
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Global Engagement)
CLASSIFICATION	HEW Level 6
WORK LOCATION	Caulfield 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 **Australia-Indonesia Centre** (AIC) was established by the Australian Government as a bilateral research centre. The Centre is led by Monash University with a prestigious grouping of Australian and Indonesian higher-education and research partners. The Centre's mission is to advance the institutional and people-to-people links between Australia and Indonesia through science, technology, education and innovation. The Centre provides a platform for both nations to engage in a partnership that seeks to solve complex challenges, promote a contemporary understanding of each other and which reflects the maturing long-term relationship between close neighbours.

To achieve its mission the Centre brings together influential leaders in government, industry and academia to develop a range of projects and programs.

More information about the centre is available at http://australiaindonesiacentre.org/.

POSITION PURPOSE

The PAIR Program Officer provides a range of high-level administrative and program coordination services to support the end-to-end delivery of the Australia-Indonesia Centre's DFAT-funded collaborative research program - the Partnership for Australia-Indonesia Research (PAIR). The PAIR Program Officer supports the Program Manager to ensure the timely execution of program deliverables. The position assists the Program Manager, by working closely with program partners and stakeholders, both internal and external, to ensure delivery of the Program's end-of-program outcomes in accordance with agreed timeframe and budget.

The PAIR Program Officer operates with excellence and expertise in process and judgement to provide sound and timely advice and support to Program staff and other stakeholders. The PAIR Program Officer works closely with the Centre's core staff in relation to internal and external communications. The PAIR Program Officer, in collaboration with the Program CI, the Centre COO and the PAIR Program Manager, works closely with key support functions within Monash, including the Monash Research Office and Research & Revenue hub to ensure sound program management and successful delivery of End-of-Program outcomes.

Reporting Line: The position reports to the PAIR Program Manager under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of program support services including: assisting with program scoping and identifying deliverables, monitoring and reporting on program progress, developing and collating documents, reports and correspondence, coordinating and providing executive support to program committees and meetings

2. Plan and undertake program related tasks, ensuring they are completed in accordance with agreed standards and timeframes

3. Act as a key liaison point and subject matter expert in relation to program progress and objectives

4. Undertake research, analyse results, investigate options and provide recommended solutions to program related issues

5. Prepare position papers, briefings, reports and presentations for a range of audiences

6. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support program objectives

7. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of program- related administration, processes and systems

8. Support implementation of the program Monitoring, Evaluation and Learning Framework

9. Support the Program Manager in ensuring policy compliance in line with the Program Grant Agreement

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 program coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes

3. Excellent planning and organisational skills, with experience establishing priorities and meeting deadlines

4. Flexiblity, accustomed to working in a dynamic environment, and a good team player, able to work collaboratively within a small team and possess the ability to work with independence, sound judgement and initiative

5. Strong relationship building skills, including the ability to interact with a variety of stakeholders

6. Strong research, analytical and problem-solving skills

7. Highly-developed interpersonal and written communication skills, including experience in developing professional documentation

8. Advanced computer literacy with the ability to use project management software

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

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.