

SENIOR PROJECT COORDINATOR

DEPARTMENT/UNIT	Fire to Flourish / Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Provost and Senior Vice President
CLASSIFICATION	HEW 7
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You'll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you'll need to publish your work. We're a university full of energetic and enthusiastic minds, driven to challenge what's expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at www.monash.edu.

The Portfolio of the **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University's organisational and governance structure is available at www.monash.edu/about/structure.

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute (MSDI)** is advancing the wellbeing of people and planet, for current and future generations. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to bring together applied and transdisciplinary researchers, practitioners and students to advance systems transformation for sustainable development; and provides a platform to create change through deep collaboration, working in close partnership with government, industry and communities to amplify our impact. MSDI is also host to the Sustainable Development

Solutions Network (SDSN) Australia, New Zealand and Pacific Regional Centre. We offer forward-thinking study programs and courses that enable people and organisations to engage with and respond to some of the biggest environmental, economic and social issues facing our world today. For more information, please visit www.monash.edu/msdi.

The **Fire to Flourish** Program is a partnership between Monash University, the Paul Ramsay Foundation, Metal Manufactures Pty Ltd, and The Australian Centre for Social Innovation. It was formed in response to the 2019/2020 Australian bushfires which aims to build resilience in communities experiencing entrenched disadvantage that were affected by the bushfires. The Program brings together a consortium of partners with the University's transdisciplinary research capabilities to work with these communities over a 5 year program to build resilience and develop the connections and leadership to shape their trajectories towards a thriving future through community-led processes. Fire to Flourish will develop an inclusive, participatory and evidence-based model for strengthening resilience across social, built, natural, institutional and economic domains. The Program has a significant focus on supporting communities to lead their own local initiatives and connect with each other to create the capacity, conditions and solutions for their long-term resilience. The underlying principles for the program are to: be community-led; foreground Aboriginal wisdom; enhance inclusion and self-determination; be strengths-based and trauma-informed; be holistic and impactful; learn, adapt and evolve.

POSITION PURPOSE

The **Senior Project Coordinator** will assist in delivering the National Indigenous Disaster Resilience Project (NIDR), a project within Fire to Flourish. NIDR is a multi-year nationally focussed project seeking to understand the experiences of Indigenous people who have direct experience living through, and recovering from, disasters. The Senior Project Coordinator will work closely with the Project Leader to contribute through project management and administration, engagement with Indigenous communities and other key stakeholders, conduct desktop research of literature and government policies, preparation of program documents including research reports, discussion papers, resource guides and national policy documents, taking of research notes throughout consultations and on-Country visits, project planning and scheduling, and preparation of funding and ethics applications. The position will require the capability to work with people who have suffered trauma. There will be opportunities to contribute to peer-reviewed publications. Other opportunities and roles may be negotiated that build upon a candidate's strengths and meets their own interests within the project remit.

Reporting Line: The position reports to the Project Leader working under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

Specific duties required may include:

1. Conduct desk-top studies, literature, practice and policy reviews and synthesis in relation to Indigenous policy and governance, emergency management, and disaster resilience and recovery
2. Contribute to the design, organisation, implementation and facilitation of participatory workshops, focus groups, surveys and other forms of consultation involving Indigenous communities, academics, government agencies, non-government organisations, local councils, and Indigenous peak bodies

3. Work as a key liaising point between community, academic, practice and government networks, organisations and agencies on issues related to the project
4. Assist in developing funding applications and ethics applications associated with the project
5. Contribute to writing and the production of academic publications, policy briefs, reports, resource guides, and other written materials as project outputs
6. Support the organisation, facilitation and delivery of community consultations and workshops, seminars, and conferences, and leading relevant logistical and operational activities
7. Contribute to the preparation of project proposals, tenders and submissions to external funding bodies
8. Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise
9. Project management and administrative functions primarily connected with the National Indigenous Disaster Resilience Project
10. Attendance at meetings, events and other activities associated with MSDI and Fire to Flourish
11. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a relevant field with extensive relevant experience; or
 - extensive experience and program management expertise in relevant fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Demonstrated experience in successful project management and administration with a strong stakeholder engagement focus
3. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements, meeting deadlines and support projects from inception to completion
4. Demonstrated relationship management and community engagement skills, including the ability to interact with, negotiate with and gain cooperation from Indigenous communities and other stakeholders
5. Experience designing and taking detailed notes of workshops and consultation forums
6. Demonstrated analytical, research and problem-solving skills and the ability to identify evidence, synthesise research findings, and recommend solutions to challenging issues
7. Demonstrated written and oral communication skills, including capacity to communicate with individuals at all levels within community, academic, government, council and community organisations, and to effectively analyse information and produce clear, succinct professional reports and documents for various audiences
8. Ability to solve problems by using discretion, innovation and the exercise of high level diagnostic skills within areas of functional responsibility or professional expertise
9. Demonstrated ability to work effectively with people who have suffered trauma
10. A vision for the future needs and development of First Nations People

OTHER JOB RELATED INFORMATION

- Travel will be required throughout various periods in the project.
- 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
- This project requires working with people who have suffered trauma
- The position requires a valid Working with Children Check
- Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic)

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.