

PROJECT OFFICER

DEPARTMENT/UNIT	Sustainable Development Education Program (SDEP) / Monash Sustainable Development Institute (MSDI)
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

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.

POSITION PURPOSE

The **Project Officer** provides a range of high-level administrative and project coordination services to support the effective operation programs within the Sustainable Development Education Program (SDEP). The position assists the SDEP Team by providing administrative support to team members, facilitating team communication and workflow, maintaining accurate project documentation, student administration, web support, promotional publications and undertakes a variety of administrative duties. The Project Officer works closely with academics, clients and other internal and external stakeholders to ensure the timely monitoring of project deliverables.

The Project Officer operates with excellence and expertise in process and judgement to provide sound and timely advice and support to SDEP and MSDI staff and other stakeholders.

Reporting Line: The position reports to Operations Manager, SDEP, working under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of project support services including: assisting with project scoping and identifying deliverables, monitoring and reporting on project progress, developing and collating documents, reports and correspondence, coordinating and providing executive support to project committees and meetings
2. Plan and undertake project 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 project progress and objectives
4. Provide high level of customer service in accordance with best practice guidelines, policy and procedure

5. Undertake research, analyse results, investigate options and provide recommended solutions to project related issues
6. Prepare position papers, briefings, reports and presentations for a range of audiences
7. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support project objectives
8. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of project- related administration, processes and systems
9. Other duties as directed from time to time

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 project 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. High-level written communication and the ability to communicate to a variety of stakeholders
5. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative
6. Strong relationship building skills, including the ability to interact with a variety of stakeholders
7. Strong research, analytical and problem-solving skills
8. Highly-developed interpersonal and communication skills, including experience in developing professional documentation
9. 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
- A current satisfactory Working With Children Check is required
- This position will require a successful National Police Record check

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.

