

**PROJECT OFFICER
POSITION DESCRIPTION**

Position Title:	Project Officer	Position Number:	Faculty/Division: Health Sciences
Classification:	HEO4	No. Direct Reports & Highest Classified Position: Nil	School/Branch: Paediatrics and Reproductive Health
FTE: 0.4	Reports to: Raymond Rodgers	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: Obstetrics and Gynaecology
Position Summary:	<p>The University of Adelaide is a leading research-intensive and teaching University comprising of five faculties including the Faculty of Health Sciences, which is home to the School of Paediatrics and Reproductive Health.</p> <p>The School of Paediatrics and Reproductive Health is one of eight Schools in the Faculty of Health Sciences, and comprises the Discipline of Paediatrics and the Discipline of Obstetrics and Gynaecology. The School is internationally recognised for our research in Reproduction, Maternal and Child Health. The School is based across four locations, namely the Medical School, Royal Adelaide Hospital, Women's and Children's Hospital, and Lyell McEwin Hospital.</p> <p>The Adelaide Project Officer is an integral member of the team, providing support to the CRE projects as they arise. The Project Officer reports to the Adelaide Director, Centre for Research Excellence and, from time to time, to the Project Manager, based in Melbourne</p>		
Position Characteristics:	Scope	The CRE in the origins, outcomes and optimal management of PCOS is a research centre of excellence, funded for five years (2015-2019) by the National Health and Medical Council Australia. It is a national initiative, administered at two sites, Adelaide and Melbourne. Under general direction, the Adelaide Project Officer is an integral member of the team, assisting to plan and manage specific CRE projects as they arise.	
	Significant internal/external relationships	<ul style="list-style-type: none"> ▪ CRE Director (Adelaide) ▪ Project Manager (Monash Melbourne) ▪ CRE teams across all sites ▪ CRE stakeholders ▪ National and International researchers and clinicians working in the field of PCOS ▪ School of Paediatrics and Reproductive Health academic and professional staff 	
	Special conditions	<ul style="list-style-type: none"> ▪ Reasonable workplace adjustments will be made for people with a disability 	
	Delegations	Nil	

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Key Responsibilities and Outcomes	1	Project Support	<ul style="list-style-type: none"> ▪ In conjunction with the Project Manager, assist to monitor the project timelines and tasks, to ensure deliverables are met. ▪ In conjunction with the Adelaide Director, assist to coordinate new knowledge Research Projects. ▪ In conjunction with the Project Manager, assist to prepare project progress reports and other project documentation, as relevant to ensure compliance with funding body requirements. ▪ Assist to monitor the projects financial outgoings against budget and liaise with the project manager and CRE Directors. ▪ Liaise with internal and external project stakeholders. ▪ Provide administration support for the development of new project grant applications.
	2	Website Maintenance and Communication	<ul style="list-style-type: none"> ▪ In conjunction with the CRE team and external website developers assist to implement a website for the CRE. ▪ Co-ordinate and disseminate regular newsletters and other communications as required. ▪ Support the development of communication frameworks and administer this for the CRE.
	3	Committees and Conferences	<ul style="list-style-type: none"> ▪ Arrange committee meetings, take minutes, and prepare agendas and other meeting project documentation, as relevant to ensure compliance with funding body requirements. ▪ Support the coordination of national and international meetings, symposiums and conferences as required. ▪ Support the coordination of international trainee sabbaticals as required. ▪ Arrange travel for visitors and stakeholders
	4	Contributes to a safe and ethical working environment	<ul style="list-style-type: none"> ▪ Comply with human ethics, privacy and other appropriate guidelines. ▪ Comply with occupational health and safety guidelines to minimise personal risk and risk to others and to notify a Supervisor if breaches of such guidelines by others are observed. ▪ Comply with institutional and State Government policies on intellectual property. ▪ Maintain confidentiality of research proposals and research findings. ▪ Be familiar with the relevant policy and procedure manuals and to act in compliance with the guidelines.

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Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> ▪ Takes responsibility for own work to achieve quality results. ▪ Meets deadlines and follows through on commitments. ▪ Constantly seeks to improve own performance. ▪ Sets own work priorities and uses tools to manage their time effectively to achieve work objectives.
		Communication	<ul style="list-style-type: none"> ▪ Conveys ideas clearly to others, both verbally and in print. ▪ Co-operates with others, shares relevant information and seeks information from others as required.
		Teamwork	<ul style="list-style-type: none"> ▪ Encourages cooperation and collaboration. ▪ Works effectively in a team environment. ▪ Relates well to other team members.
		Service Focus	<ul style="list-style-type: none"> ▪ Demonstrates active listening and questioning skills to resolve issues, enquiries or requests.
		Flexibility and Adaptability	<ul style="list-style-type: none"> ▪ Willingly adopts different approaches in order to achieve results. ▪ Is open to new and different ways of doing things.
	Knowledge and Experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> ▪ Demonstrated experience providing project management support. ▪ Demonstrated ability to work effectively under pressure ▪ High-level written, verbal and interpersonal skills ▪ Demonstrated high-level administrative skills, including the ability to effectively prioritise and manage work. ▪ High-level computer skills including Microsoft Office suite, Web Databases, Google Apps and Internet/Intranet. 	
	Qualifications	<ul style="list-style-type: none"> ▪ Relevant tertiary qualifications and/or demonstrated relevant experience, knowledge and skills 	

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<p>Occupational Health, Safety and Welfare Requirements</p>	<ul style="list-style-type: none"> All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions. 	
<p>University Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; Perform their responsibilities in a manner which reflects and responds to continuous improvement; and Read, understand and comply with all University policies and procedures. 	
<p>Approvals: Head of School</p>	<p>Head of School Name: Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>
<p>Acknowledgement of Incumbent</p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	