

## Position Description

Position Title	Senior Project Officer
Mode of employment:	Full time
Time fraction:	0.8 – 1.0 EFT (negotiable)
Tenure:	12 Month Fixed Term Contract
Reports to:	Director, Operations
Reporting to this position:	Provides Practice Leadership to Project Management Staff
Classification:	PRC-7a Level 1 - 6
Annual Salary	Range \$101,824 - \$109,071
Working relationships	Internal – work collaboratively across the Centre External – Collaborators, Quality Auditors, RFQ contacts, PMO/Quality/Tender SME's.
Other information	This position may require incidental interstate travel

## Position Overview

The Senior Project Officer will make a significant contribution to Tender Development, Integration of Operations and Quality Management systems of the PRC.

## About the Parenting Research Centre

We seek better outcomes for children by increasing effectiveness and fostering innovation in the way families are supported in their parenting. We work collaboratively with our clients to deliver tailored, outcomes-focused solutions based on the best available evidence. We are a leading intermediary organisation that brings scientific rigour to the practical task of improving the quality and effectiveness of services and supports provided to children and families.

The Parenting Research Centre helps its clients to solve problems and achieve their intended outcomes by:

- Undertaking rigorous analytical, evaluation and quality improvement research.
- Making evidence accessible and useful to decision makers through best-practice knowledge synthesis, translation and exchange.
- Improving service quality and effectiveness with evidence-informed practice design and implementation support.

The Parenting Research Centre works with governments and community organisations in the fields of health, education and welfare. The Parenting Research Centre is an independent, not-for-profit organisation supported by government funding and fee for service.

[www.parentingrc.org.au](http://www.parentingrc.org.au)

## Our values are:

- **Commitment:** we believe in the importance of parenting
- **Excellence:** we do our best to apply scientific knowledge in a practical way
- **Open-mindedness:** we value learning and inquiry
- **Innovation:** we are flexible and creative
- **Responsiveness:** we respond to community needs
- **Collaboration:** we pool our knowledge and our resources
- **Stewardship:** we are trustworthy and accountable.

Personal Competencies Required	Position Competencies Required
<ul style="list-style-type: none"> <li>• Practices with a high level of integrity and professionalism</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of and a commitment to the values of PRC</li> <li>• Strong sense of professional ethics</li> <li>• Commitment to evidence based practice</li> </ul>
<ul style="list-style-type: none"> <li>• High levels of motivation and energy</li> <li>• Ability to be proactive and positive in solving problems</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated higher level of skills in decision making, problem solving, analysis and interpretation of data.</li> </ul>
<ul style="list-style-type: none"> <li>• Commitment to the ongoing development of a strong team culture</li> <li>• Eager to participate and contribute to a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated communication and interpersonal skills including problem resolution, negotiation and a collaborative approach to multi-disciplinary teamwork.</li> </ul>
<ul style="list-style-type: none"> <li>• Commitment to ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and knowledge of Quality, OH&amp;S and Equal Opportunity principles.</li> </ul>

## Key Responsibilities

### Tender and Grant Applications

- Write and prepare tender and grant applications
- In collaboration with the tender team develop project plans, budgets and relevant business models
- Coordinate people resources required to complete applications
- Ensure applications are completed in a timely manner, accurate, and are of the highest quality

### Project Management

- Contribute to the development of the PRC's project management approach, systems, tools and templates ensuring the infrastructure is in place to support effective project management from initiation through post-implementation closure is accessible and effective.

- Provide support and expertise to other project staff on project management systems, tools and methodologies
- Provide feedback and support to internal stakeholders on project setup, management and reporting
- Assist in the preparation, monitoring and reporting of service agreement deliverables
- Other duties as required

### **Quality**

- Provide leadership in Quality Management activities within PRC
- Work closely with internal stakeholders to ensure robust internal governance of systems, policies, and procedures
- Drive and encourage emphasis on continuous improvement across the organisation
- Be the contact point for external auditor

## **Key Selection Criteria**

### **Essential**

1. Relevant qualifications or training in Project Management
2. Comprehensive knowledge of project management methodologies
3. Demonstrated experience in successfully planning, implementing and reviewing complex, multifaceted projects, delivering successful and effective outcomes on time, within budget and to the determined standard
4. Exceptional written skills including report writing, tender and grant applications, preparation of correspondence and other information materials such as reports and content for workshops
5. Experience in coordination/ management of Quality Management Systems (ISO:9001)
6. Ability to work under pressure and within changing demands
7. Excellent communication skills and extensive experience in collaboration, including developing and maintaining effective networks with both internal and external stakeholders
8. Excellent IT skills including proficient in Microsoft Office products including Word and MS Project (or equivalent).

### **Desirable**

1. Experience mentoring and managing staff
2. Understanding of intermediary organisations
3. Knowledge of issues facing families caring for children with high and complex needs