

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Project Officer (Part-time, 3 days per week)
Classification	Professional Level 4 (circa \$60,000-\$64,000 full time)
Location	85 Commercial Road Melbourne
Effective Date	July 2019

Purpose:

The Project Officer will work closely with Melbourne-based Project Managers, the finance and administration teams, as well as in-country team members and technical staff, providing essential support to a range of tuberculosis projects.

Working in an experienced team of development professionals, the Project Officer will provide logistical and administrative support to the implementation of projects within the Tuberculosis Group.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1. Program Administration and Project Management support	<ul style="list-style-type: none"> • Provide support to Project Managers, technical staff & in-country teams by collecting staff reporting inputs and project data, collating data, and formatting reports, briefs and other deliverables. • Provide operational support to project activities, such as workshops, and conference attendance. • Arrange/book meetings, take meeting minutes, and summarise key action points for circulation. • Maintain tracking tools for project implementation.
2. Finance Support	<ul style="list-style-type: none"> • Support ongoing review of project transaction reports and budgets to ensure appropriate coding of expenditures. • Support detailed costing of specific initiatives as required in line with available budgets. • Support project teams in Melbourne and PNG to process payments & reimbursements. • Liaise with finance staff in Melbourne and PNG to track project payments. • Assist with the procurement of project equipment and maintenance of project asset registers.
3. Travel	<ul style="list-style-type: none"> ▪ Support coordination of travel arrangements for all consultants and staff where required, including booking flights, accommodation, arranging medical checks, insurance, security briefings, and so forth.
4. Other	<ul style="list-style-type: none"> ▪ Support overall Tuberculosis Group to establish and maintain key policies & procedures. ▪ Input key project information into Tuberculosis Group and PNG program tracking Systems. ▪ Other general administrative support to Project Managers as required.
5. Occupational Health & Safety	Refer to the "Burnet OHS responsibilities and roles" document for full details on

Key Responsibility Areas		
		specific OHS obligations and responsibilities of Employees.
6.	Training	Responsible for completing all required training in line with the position / role.

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	University degree in field/s relevant to administration/management or in Public Health; International Development; or International Studies.	Desirable

Experience / Knowledge / Attributes		
1.	Demonstrated administrative skills and experience supporting complex projects or programs.	Essential
2.	Experience and understanding of project related finances e.g. Budgeting, forecasting, procurement and payments	Essential
3.	Experience in coordinating travel arrangements.	Essential
4.	Highly developed organisational skills with the ability to prioritise tasks and meet deadlines.	Essential
5.	Strong judgement and problem-solving skills.	Essential
6.	Excellent interpersonal skills, including ability to engage with a diverse range of people.	Essential
7.	Experience in international development/NGO and understanding of cultural sensitivity.	Desirable
8.	Experience with collection and analysis of qualitative and/or quantitative data	Desirable
9.	Experience in public health research	Desirable

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

Further Information:

For further information, please contact : Charlotte Graham, charlotte.graham@burnet.edu.au