

# Project Officer



Curtin University

POSITION NUMBER	3554118	SCHOOL/AREA	Curtin Medical School	
CLASSIFICATION	G06	FACULTY	Health Sciences	
LINE MANAGER	School Business Manager		POSITION NUMBER	3543331
Document Last updated				March 2019
PURPOSE OF POSITION				
<p>The Project Officer coordinates the development and implementation of an assigned small scale or sub project/s or provides high level support for large scale or complex projects, under the guidance of the Project Lead.</p> <p>This positon supports the School’s Director of Learning and Teaching with projects related to course evaluation, curriculum document management, ePortfolio requirements and medical education research. Responsibilities include coordinating project activities and initiatives, preparing research proposals, project participant recruitment, undertaking analysis of data and writing reports.</p>				
KEY RESPONSIBILITIES AND ACCOUNTABILITIES				
Generic Responsibilities may include but are not limited to:				
<ul style="list-style-type: none"><li>Manage and facilitate project communications and liaise with relevant stakeholders to coordinate their input to the project.</li><li>Assist with the development of relevant business case and project initiation documentation (PID) as required, including timelines, implementation and evaluation methods and communication strategies.</li><li>Coordinate the implementation of project plans and initiatives.</li><li>Track activities against project schedules, providing regular and accurate reports to stakeholders as appropriate.</li><li>Provide executive support to project committees, working parties and stakeholder meetings.</li><li>Resolve operational problems and facilitate the development and implementation of initiatives, processes and systems for effective and efficient administration of the project.</li><li>Identify impacts and risks associated with the project and report on these.</li><li>Undertake project research tasks and compile and analyse data.</li><li>Draft project documentation and prepare project reports.</li><li>Monitor and report on progress and performance against project schedules and performance indicators.</li><li>As a member of the University community, demonstrate the highest possible standards of professional and personal conduct, modelling the University’s Values and Signature Behaviours.</li><li>Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.</li></ul>				
Additional Specific:				
<ul style="list-style-type: none"><li>Coordinate requirements for, and support the conduct of research and evaluation activities, including off site data collection.</li><li>Conduct literature reviews and manage references.</li><li>Write research/evaluation-related documents for Principal Investigators, collaborators and research participants, ethics review boards and grant applications.</li><li>Analyse qualitative and quantitative data, including the use of basic statistical procedures where appropriate.</li><li>Support the dissemination of project outcomes (such as assisting with writing research papers, preparing conference presentations).</li></ul>				
KEY PEOPLE INTERACTIONS				
<ul style="list-style-type: none"><li>Director, Learning &amp; Teaching</li><li>Teaching and Research staff</li><li>Reference/Focus Groups</li></ul>			<ul style="list-style-type: none"><li>Students</li><li>External stakeholders</li></ul>	
CRITERIA				
Qualifications	<ul style="list-style-type: none"><li>Completion of a relevant degree with subsequent relevant experience; or an equivalent combination of relevant work experience and/or education/training.</li></ul>			
Knowledge, Experience and Skills	<ul style="list-style-type: none"><li>Demonstrated organisational/project management skills with the ability to coordinate and implement project activities.</li><li>Demonstrated interpersonal and oral communication skills with the ability to liaise effectively with a diverse range of people and with cross cultural sensitivity.</li></ul>			

	<ul style="list-style-type: none"> <li>• Demonstrated effective written communication skills with the ability to construct clear and concise reports.</li> <li>• Excellent organisational skills with the ability to manage multiple and often competing tasks with attention to accuracy and detail within deadlines.</li> <li>• Proven ability to work well in a team, including respecting difference, leading, supporting others, accepting direction, and working to group goals.</li> <li>• Demonstrated research and analytical skills.</li> </ul>
<b>Area Specific Criteria</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in qualitative and quantitative data collection and analysis</li> <li>• Demonstrated computer skills especially with the Microsoft suite of applications (including setting up a project database and managing research data).</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Previous experience in a tertiary environment.</li> <li>• Experience with statistical analysis software.</li> </ul>

#### COMPLIANCE & LEGISLATIVE REQUIREMENTS

**Curtin Values:** All staff must commit to and uphold Curtin's Values and Code of Conduct. For more information please visit: <http://www2.curtin.edu.au/strengthening-our-culture/values/index.cfm>

#### Occupational Safety and Health

All supervising staff are required to undertake effective health and safety measures to ensure compliance with the Occupational Safety and Health Act 1984 and related legislative requirements.

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

#### Ethics Equity and Social Justice

All staff are responsible for informing themselves of their obligations and responsibilities in relation to Ethics, Equity and Social Justice. The University is committed to gender equity and diversity.

**Staff must familiarise themselves and comply with all other University policies and procedures and legislation relevant to the position.**