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| Position Description |  |
| **POSITION TITLE** | Project Officer |
| **CAREER STEP** | Intermediate |
| **REPORTING RELATIONSHIP** | UNSW Partnership Manager |
| **TEAM**  | Executive Director’s Office |
| **EMPLOYMENT DURATION** | 12 months |
| **TYPE OF EMPLOYMENT** | Part-Time, up to 0.5FTE  |
| **DATE** | October 2022 |

**The George Institute for Global Health**

We are a medical research institute affiliated with leading universities aiming to challenge the status quo in health care.  With 700+ people around the world, and projects in over 40 countries, our Strategy 2025 is all about impact – specifically, the impact of The George Institute’s activities on the health of millions of people, particularly those living in disadvantaged circumstances around the world.

Our strategy focuses on three key research priorities:

* Better Treatments: finding better treatments for the world’s biggest health problems
* Better Care: transforming primary health care to support better health for more people
* Healthier Societies: harnessing the power of communities, governments and markets to improve health

Our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible impact on global health:

* We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure;
* In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping;
* In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
* In rural India, we have shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we’re looking at similar approaches to treating chronic diseases in Indonesia and China;
* Together with Aboriginal communities in NSW, Australia, we developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations;
* We are developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally.

**Context of the Role**

The Australian Stroke and Heart Research Accelerator (ASHRA), is a newly created national virtual center initiating in 2022 and funded through a government grant. ASHRA will transform the field of cardiovascular research in Australia by bringing a new sector-wide focus on clinical impact and entrepreneurship. ASHRA will deliver major health, social and economic benefits that will be clearly apparent within four years and sustained into the future. ASHRA will achieve this by building a culture of collaboration, commercialisation, and translation.

The Project Officer will work closely with the ASHRA team and external stakeholders to deliver education and training milestones under scheme.

**The Role**

The Project Officer for ASHRA will be responsible for supporting all education and training activities as developed by Education and Training Committee for ASHRA. The Project Officer provides project and operational support as directed, and contributes to the implementation and delivery of a broad range of activities and tasks in order to meet established milestones and deliverables in relation to education and training for ASHRA.

**Reporting Relationships**

The Project Officer will report to the UNSW Partnership Manager and will be expected to function under broad direction once familiar with the role.

**Duties and Key Responsibilities**

* Support development of strategies/objectives for education and training under supervision.
* Provides operational support for the development and implementation of the overarching project plan.
* Partners with team members to build work stream specific project plans, ensuring an accurate and consistent definition of project phases, objectives, work activities and tasks, timing, milestones and deliverables for the project.
* Maintains and develops project planning material for multiple work streams such as preparing status reports, documenting timelines, preparing charts, tracking activities and highlighting milestones using appropriate tools.
* Manages project data integrity, ensuring confidentiality and the safe storage of records and files (electronic and hard copy) is utilised throughout project implementation.
* Develops and maintains effective and productive relationships with multiple stakeholders across the Institute and external partners, ensuring effective communication and on-going understanding of project status and key requirements.
* Builds rapport and business relationships across the work area to keep abreast of critical issues and priorities, to effectively manage stakeholders.
* Facilitates information sessions and provides information to a variety of stakeholders.
* Coordinates and manages a seminar series
* Facilitates relevant training sessions, seminars and workshops and develops materials, as required.

*As a Team Member:*

* Participate in special projects to improve processes, tools, systems and organisation;
* Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute’s Performance Management and Development Policy;
* Demonstrate commitment to The Institute’s organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration and teamwork in all efforts.

*Work, Health and Safety*

* Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at the Institute;
* Promote and contribute to a safe, secure environment for staff and visitors.

**Skills, Knowledge and Experience**

*Essential*

* Tertiary qualification in a health, science or research discipline or a combination of relevant experience and/or education/training
* Excellent time management and organisational skills
* Excellent written and interpersonal communication skills
* Proficient in the use of the Microsoft Office suite of products, including Word, Excel, PowerPoint and Outlook, and the Internet
* Comfortable using technologies
* Ability to work autonomously, in small teams and with a wide range of stakeholders
* Strong focus on quality of work and maintenance of excellent records
* Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments
* Willingness to travel within State, if required.

*Desirable*

* Experience managing a diverse group of key internal/external stakeholders on large or complex projects
* Has previously worked in the higher education/tertiary sector or at a complex, multi-faceted organisation.
* A general understanding of the project life cycle, project documentation, project standards and methodologies.