

JOB DESCRIPTION

Position Title	Project Officer	Level	B
Reports to (role)	Project Manager		
Team	P4 Respiratory Health for Kids		
Location	Perth Children’s Hospital, 15 Hospital Avenue, Nedlands		

PURPOSE OF POSITION

This role is to provide effective and efficient administrative support for the designated researchers and research teams within the AREST CF group across all participating sites. Key responsibilities include communications and meetings, community engagement, budget management, contribution to the ethics and governance framework, grant applications and maintenance of the ARESTCF SharePoint site.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Communication (40%)	<ul style="list-style-type: none"> • Coordination of AREST CF Perth meetings, including agendas, minutes, organising speaker and invites. • Coordination of AREST CF Executive Committee (EC) meetings, including agendas, minutes, invitations, preparation of meeting documentation. • Attendance and input at Data Management Group (DMG) meetings, AREST CF Operations meeting and AREST CF Scientific Management Committee (SMC) meetings. • Maintenance of the AREST CF website • SharePoint: support users, testing of new features/enhancements, work with data manager in troubleshooting issues, promoting adoption and use. • Coordination of ARESTCF Newsletter • Donor stewardship 	<p>Effective and well organised meetings. Feedback from attendees.</p> <p>Increased visits to the AREST CF website.</p> <p>Uptake and engagement in use of SharePoint by staff and collaborators.</p>

<p>Administration (20%)</p>	<ul style="list-style-type: none"> • Key point of contact for internal and external stakeholders • Provision of support for AREST CF activities as they arise • Maintain staff and collaborator training database • Tracking of agreements 	<p>Positive feedback from stakeholders and AREST CF colleagues.</p> <p>Broad range and increased number of collaborators and stakeholders invested in the outcomes of AREST CF projects.</p>
<p>Quality Improvement (15%)</p>	<ul style="list-style-type: none"> • Creation and maintenance of Standard Operating Procedures (SOPs), policies and procedure manuals. • Assist in knowledge sharing, development and support of new starters/peers/team members • Quality management including ad-hoc audits of documentation 	<p>Improved efficiency in operation of research teams due to administrative support and quality data.</p> <p>Improved quality of study documentation in line with Good Clinical Practice (GCP).</p>
<p>Finance and Grants Management (15%)</p>	<ul style="list-style-type: none"> • Preparation and maintenance of grant budgets • Preparation and input in grant reports • Regular liaison with finance business partner 	<p>Projects are completed on time and within budget and all required project and budget reports are submitted.</p>
<p>Coordination of CF studies (10%)</p>	<ul style="list-style-type: none"> • Act as back up for research coordinator when required • Coordination of various aspects of CF studies 	<p>Provides a stable and reliable coverage for team member absence.</p>

Workplace Safety	<ul style="list-style-type: none"> • Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.
-------------------------	--	---

ESSENTIAL CRITERIA

Qualifications: <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	<ul style="list-style-type: none"> • Bachelor's Degree in the life sciences
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Experienced research administrator • Excellent communicator both verbally and in written communication • Ability to work as part of a multidisciplinary team • Confidence to work independently • Ability to manage multiple priorities and a demanding schedule, time-management skills with the capacity to prioritise tasks and work to targets • Ability to establish constructive working relationships with fellow colleagues and stakeholders • Demonstrated ability to participate in the planning and coordination of projects • Excellent computer literacy, including knowledge of databases, MS Word, Excel, Outlook • Working knowledge of good clinical practice, or willingness to complete training within 1 month of commencing position • Working with Children Check mandatory

DIRECT REPORTS <i>List by job title any positions to be supervised by this role</i>	Nil
---	-----

Approved by:	<i>Nat Eiffler</i>
Date approved:	<i>15 February 2019</i>
Reviewed by P&C:	<i>Date when the job description was last reviewed by People & Culture</i>