|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title** | ORIGINS Project Officer | **Level** | A |
| **Reports to (role)** | ORIGINS Research Fellow |
| **Team** | The ORIGINS Project |
| **Location** | Telethon Kids Institute; Joondalup Health Campus |

|  |
| --- |
| **PURPOSE OF POSITION** |
| The ORIGINS Project is a longitudinal pregnancy cohort, following 10,000 families over a decade, to improve child and adult outcomes through prevention and early intervention. As The Project moves in to its second phase, which is about ‘strengthening our foundations’, we seek a Project Officer to enhance our capacity and assist by providing effective and efficient support to members of the ORIGINS Project Management team, particularly in the areas of project tasks, research and events. |

|  |
| --- |
| **KEY RESPONSIBILITIES** |

|  |  |  |
| --- | --- | --- |
| **Key Responsibilities** | **Tasks required to achieve Key Responsibilities** | **Measures** |
| **Project management support** | * Support the development, formatting and editing of Project documents, including policies and guidelines
* Assist with preparation and submission of Human Research Ethics Committee (HREC) amendments and submissions
* Assist with support of the ORIGINS Research Interest Groups and other collaborations
* Assist in co-ordinating Sub project reviews and grant applications including monitoring email correspondence, collating responses and documents, and monitoring timelines for application submissions
* Assist in updating and maintaining the Project Risk Management Plan and risk register
* Assist with developing and maintaining a repository of project outputs and impact
* Assist with developing some content, updating and maintaining the ORIGINS Project website and digital team sites
 | * Documents and submissions completed to a high standard and submitted on time
* Positive feedback from ORIGINS Project Management Group team members
* Positive feedback from HREC
* Positive feedback from ORIGINS collaborators
* Positive feedback from ORIGINS Scientific Committee members
 |
| **Events and meetings** | * Assist with the planning and coordination of Project and team events, meetings, workshops and presentations
* Arrange or support meetings, events or visitors as required, including taking minutes
* Assist with maintaining records of meetings and other project activities, recording and distributing minutes
 | * Records and minutes completed to a high standard in a timely manner and circulated as necessary
* Successful events, meetings, workshops and presentations
* Positive feedback from ORIGINS Project team members
* Positive feedback from ORIGINS collaborators
 |
| **Research tasks** | * Update and manage the collection of ORIGINS Project reference articles and associated Endnote reference library
* Literature review of specific topics
 | * Up to date Endnote reference library and associated references
* Rigorous literature reviews
 |
| **Communication and Relationships**  | * Respond to emails, calls and requests for information about the ORIGINS Project
* Build and maintain strong relationships with the Project team, stakeholders and collaborators
* Assist with developing and updating a stakeholder and collaborator database
* Actively contribute to a harmonious and productive team
 | * Acknowledged as working collaboratively and effectively
* Positive feedback from ORIGINS Project team members, stakeholders and collaborators
 |
| **Other duties** | * Other duties as reasonably requested by the ORIGINS Program Manager or ORIGINS Research Fellow
 | * Positive feedback from ORIGINS Project team members
 |
| **Workplace** **Safety** | * 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.
 | * 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:**  | Relevant tertiary qualification in a health, science, policy and/or management related discipline, e.g. BSc |
| **Essential Skills, Knowledge & Experience:**  | * Experience in research and basic research skills, including experience with academic database search strategies and literature review
* Excellent verbal and written communication skills
* Good time management skills with ability to meet deadlines
* Excellent computer skills, including experience and aptitude with Microsoft Word, PowerPoint, Excel, EndNote, Visio (desirable) and InDesign (desirable)
* Able to work independently and with own initiative
* Able to work collaboratively as part of a large and dynamic group
* Independent thinker
* Interest and enthusiasm relevant to improving child health, wellbeing and development
 |

|  |  |
| --- | --- |
| **DIRECT REPORTS** | Nil |

|  |  |  |
| --- | --- | --- |
| **Approved by:** | Jackie Davis, ORIGINS Program Manager |  |
| **Date approved:** | 9TH May 2019 |  |
| **Reviewed by P&C:** | *Date when the job description was last reviewed by People & Culture* |  |

