Position Title: NNIDR Project Officer
Reports to: Director, NNIDR
Effective Date: November 2017
Ver / ID: Version 1.0

Position Purpose

The NNIDR Project Officer is responsible for providing a high standard of professional project support to the NNIDR management team. This will require a strong understanding of the principles of outcomes-focussed project management in a lean organisation that seeks to have positive short and long term impacts on the lives of Australians with dementia, their families and carers.

The Project Officer will prepare and coordinate briefings and reports involving complex issues; provide assistance with research on, and contribute to, the implementation of policies, priorities and strategies; and help to deliver a range of research development activities and services. They will from time to time be involved in developing business cases for major initiatives and they will provide more general support across this significant national Initiative’s activities.

Context

National Health and Medical Research Council (NHMRC) National Institute for Dementia Research (NNIDR) is a key element of the Australian Government’s $200 million Boosting Dementia Research Initiative. NNIDR targets, coordinates and translates the strategic expansion of dementia research in Australia.

NNIDR enables the activities of Australia’s best researchers by investing in high quality research, while also drawing on the expertise of consumers, health professionals, industry and policy makers to translate evidence into policy and practice. NNIDR provides leadership in policy and strategy for dementia research outcomes, fosters research collaboration and partnerships, and enables and supports Australia’s contribution to the international effort. Through this work, NNIDR aims to make a significant contribution to the World Dementia Council’s goal of achieving a five year delay in the onset of dementia by 2025.

NNIDR Project Officer will work closely with Dementia Australia’s corporate team and NHMRC’s research programs, statistics and reporting teams to ensure NNIDR’s project support, management and reporting functions are performed to a high standard, consistent with the practices of, and drawing as appropriate on the significant knowledge and resources of, both sponsoring organisations.

NNIDR is located within NHMRC’s offices at 16 Marcus Clarke Street Canberra and Dementia Australia’s national office is located a short distance away in Barton.
**Main Tasks and Responsibilities**

**Provide project management support for NNIDR activities**
- Assist with the maintenance of project planning material including preparing status reports, documenting project timelines, preparing charts, tracking activities and highlights milestones using appropriate tools
- Contribute to the execution of projects, including scheduling meetings, coordinating attendees, preparing documentation, engaging and monitoring with work of contractors, planning events and meetings in various locations, sourcing appropriate venues and resources
- Provide support as required for the development of business cases, project plans, service delivery, and progress and audit reports.

**Manage project data and support analysis and development of reports**
- Coordinate research project data to support facilitate accurate research project conclusions, including engaging with NHMRC, Dementia Australia and contractors towards database set up and management, sourcing-entering data, and reports
- Maintain an effective and accurate record management system that is accessible by project staff and ensures project data integrity, confidentiality and the safe storage of all types of records and files
- Contribute to the conceptualisation, analysis and dissemination of quantitative and qualitative findings including conducting appropriate analysis with Project Leads.

**Provide general administrative support including financial support**
- Provide general administrative support including financial management support in a pro-active and professional manner to the project team
- Prepare professional presentations, maintain document templates, control versioning and distribution of project documentation
- Proactively monitor project budgets and ensure financial approval processes are observed
- Identify anticipated problems within project(s) from an administrative perspective, including actual and forecasted costs/revenue, profitability and resource planning, and report them to Management.

**Build relationships and manage project communications with stakeholders**
- Develop and maintain productive relationships within project stakeholders and external partners, ensuring effective communication and on-going understanding of project status and key requirements are understood
- Build rapport and business relationships across key stakeholder groups to keep currency with critical issues and priorities
- Implement plans for managing effective communications strategies to keep stakeholders suitably informed. Facilitate information sessions and provide information to a variety of stakeholders and assist in the promotion of projects
- Act as the first point of contact for a range of projects, responding to a range of enquiries via telephone, email and in person, from staff, students, visitors and the general public
- Undertake other duties as required, commensurate with existing skills, knowledge and experience.
**Corporate Requirements**

- Participate as an effective team member within the NNIDR, including assisting other members of the team when required
- Demonstrate a strong commitment to a quality workplace culture, implementing standards of excellence and a continuous improvement business focus
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation’s Work Health and Safety Policy
- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect
- Be conversant with policies and procedures relevant to this position and workplace
- Able to demonstrate values consistent with the NNIDR, NHMRC and Alzheimer’s Australia.

**Skills, Knowledge and Experience (selection criteria)**

*All candidates must be able to address the following selection criteria*

**Essential**

- Proven program management skills and experience including research, analysis, planning, organisational and time management
- Demonstrated ability to effectively prioritise and organise workloads including the ability to manage numerous tasks concurrently, use initiative, establish priorities and work to tight or competing deadlines.
- Demonstrated excellent interpersonal, verbal and written communication skills with sound negotiating and conflict resolution skills and a demonstrated level of tact and discretion in dealing with a variety of matters.
- Ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of normal daily work
- Excellent administrative skills, with a general understanding of the project life cycle, project documentation, project standards and methodologies.
- Numeracy skills together with experience in controlling income/expenditure for reconciliation/budget tracking, and managing invoice payments and purchases for a project
- Demonstrated experience in engaging and working effectively with a diverse range of stakeholders across a federated structure or similarly complex organisational structures and the ability to build and maintain productive and professional relationships

**Desirable**

- Knowledge and understanding of policies and issues relevant to health, medical research, or dementia in Australia
- Demonstrated high level achievement in supporting program delivery in government and/or the not for profit sector
- Demonstrated knowledge of dementia and related science and commitment to making a positive difference in the lives of people with dementia, their families and carers.