

## Project Officer

Updated 12 April 2023

POSITION DETAILS	
College/Portfolio	College of Nursing and Health Sciences
Organisational Unit	Ageing and End of Life Care
Supervisor (Title)	Project Manager
Classification	Higher Education Officer Level 5
Employment Type	Fixed-Term, Part-Time (0.6FTE) until February 2026

POSITION SUMMARY
<p>Under routine to general direction, the Project Officer will work with the Project Manager, lead investigators and associated team members to contribute to the development and implementation of the deliverables for the project End-of-Life Essentials for Acute Hospitals and Clinicians (EOLE). The project is funded by the Australian Government, Department of Health and Aged Care until June 2026. The EOLE project provides clinically relevant and evidence-based education, training and accreditation resources, implementation tool kits and other web-based resources for health professionals working in hospitals across Australia.</p> <p>Since 2014 the EOLE project team has built expertise and networks enabling maximisation of the project going forward. Demonstrated project performance is substantial, showing impact to clinical practice around Australia, with engagement of health professionals in all states and territories.</p> <p>The Project Officer will contribute to the development and implementation of new reporting and data collections processes within the EOLE Learning Management System (LMS). The Project Officers' activities include the development of process and policy documents, providing coordination and administrative support and communicating with key stakeholders through a variety of channels (i.e. face to face meetings, virtual meetings, email). The Project Officer will be responsible for supporting the implementation of the EOLE stakeholder engagement plan.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;</li> <li>• contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> </ul>

- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

*A valid National Police Certificate which is satisfactory to the University will also be required before the successful applicant can commence in this position.*

*An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant*

#### **KEY POSITION RESPONSIBILITIES**

The Project Officer is responsible for:

1. Providing a range of administrative support services, including preparation of reports, coordinating resources, maintaining project documentation and implementing and monitoring project plans to ensure project deliverable are met under the direction of the Project Manager.
2. Communicating with key stakeholders and coordinating information sessions, consultations and meetings to facilitate exchange of information and establish networks within the hospital sector.
3. Supporting the development and implementation processes and protocols in collaboration with the EOLE Project Team and IT partners, to support the expansion of the EOLE training platform capabilities and undertake troubleshooting when required.
4. Using effective report evaluation metrics and analysis as required to identify emerging trends/issues and track and report on project progress against established milestones and deliverables.
5. Working collaboratively in developing productive working relationships with peers, staff and stakeholders in order to deliver quality and timely communication and services.
6. Provide project team support, including team communication support and meeting coordination.
7. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

#### **KEY POSITION CAPABILITIES**

- Equivalent combination of relevant experience and tertiary education and/or training in national project delivery and management, and learning management systems.
- Experience in liaising, engaging and developing effective working relationships and networks
- Demonstrated well-developed data analysis skills in identifying project trends; undertaking quantitative and qualitative analysis; and reporting writing.
- Well-developed reporting and records management skills, and using Microsoft Word and Excel for preparing reports, compiling information and tracking tasks.
- Well-developed organisational skills with the demonstrated ability to independently prioritise tasks and work to deadlines, taking informed initiative in problem solving.
- Demonstrated well-developed interpersonal, verbal and written communication skills.
- Demonstrated problem solving skills and the ability to use initiative and prioritise workload during busy periods.

- *Demonstrated proficiency in techniques using Excel (including working with advanced formula and functions in excel,) and SPSS software (desirable).*
- *Demonstrated knowledge and experience in working in the project field of end-of-life care in acute hospitals (desirable).*

FLINDERS