



Project Officer Position Description

Position purpose

The purpose of the Project Officer position is to provide project and administrative support to ensure projects and the office run smoothly.

Responsible to

This position reports to the Program Manager.

Key working relationships

- Staff and contractors at Kidsafe Victoria
- External customers and stakeholders including members of the general community

Hours

This position will be filled as a 0.8 or full time position depending on the preference of the successful applicant and will commence on an initial 12 month contract with a 3 month probation period. Kidsafe is a family friendly organisation and has some flexibility in terms of the timing of these hours, within the hours of 8am to 6pm.

Location

This position will be required to work 2 days per week at the Monash Children's Hospital in Clayton, with the remaining hours to be completed remotely.

Salary

The salary will be equivalent to \$70k pro rata + super. Kidsafe will provide set up equipment as required to ensure your workspace at home is a safe one including a desk, chair, laptop and other key identified items.

Typical duties

- Assist with project planning and implementation as required
- Receive and respond to enquiries received from members of the public
- Enter and review program, injury and evaluation data as required
- Draft grant applications, reports and policy statements
- Draft and review articles, fact sheets and other content as required
- Assist with drafting submissions (e.g. standards, RIS, other) and correspondence logs
- Other project and administrative duties as required

Experience and skills

Essential

- Tertiary qualifications or experiential equivalent in health, administration or other related discipline
- Strong interpersonal and communication skills
- Excellent organisational, administrative and time management skills
- High level of written communication skills, including drafting of reports
- Ability to use own initiative and work as part of a small team
- Flexible, adaptable and open to new ideas and priorities

We are not just looking for someone based on their skills and expertise. We need someone who is going to fit in with our small team and organisational culture. This means you also need to be:

- Someone who thinks 'why not' instead of 'why' and is able to think outside of the box to address a challenge
- A strong and creative communicator
- Friendly, approachable and have good relationship management skills

Appointment to this position is subject to:

- A satisfactory 'Working with Children Check' under the *Working with Children Act 2005 (Vic)*
- A satisfactory Police Check
- Proof of current whooping cough vaccination prior to commencement and willingness to have a flu vaccination each year

Performance Expectations

- **Work completed is accurate and attention to detail is demonstrated.**
- **Initiative is used in solving workplace problems and contribution is made to workplace change.**
- **Punctuality and attendance is satisfactory and leave is planned well in advance.**
- **Time is managed efficiently and work is completed within reasonable timeframes.**
- **Work is completed within OHS guidelines and contribution is made to the OHS consultative process.**
- **Effective communication and interpersonal skills are applied.**
- **Motivation and cooperation is demonstrated.**
- **Undertake training as directed.**
- **Commitment to EEO and anti discrimination is demonstrated.**
- **Organisation's resources are used efficiently.**

To Apply

To apply, please send your cover letter and resume to applications@kidsafevic.com.au. Applications close Friday 19th July or when filled.