

A more equitable world through better health.



POSITION DETAILS

TITLE	Project Officer, Strategy and Engagement
CLASSIFICATION	Professional Level 5.3 - 5.5: \$81,724 - \$85,025 + super + salary packaging
TIME FRACTION	0.8 – Full Time (Flexible)
CONTRACT TYPE	2 Year Fixed Term
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Senior Manager, Strategy and Engagement
DIRECT REPORTS	Nil
LAST UPDATED	May 24

POSITION SNAPSHOT

The Project Officer, Strategy and Engagement, will support, and implement activities initiated by Programs and Disciplines. The incumbent will also liaise and work with the various professional service units within Burnet to support the implementation of the Program and Discipline activities.

KEY RESPONSIBILITY AREAS

PROGRAM AND DISCIPLINE STRATEGIC INITIATIVE COORDINATION	<ul style="list-style-type: none"> Support the Senior Manager, Strategy & Engagement with coordinating the Burnet internal seed funding (Shark Tank, FREDA, InnoVate, Program Initiative Funding) In collaboration with the administration team, coordinate workshops, meetings and other forums initiated by the Programs and Disciplines. Under the guidance of the Senior Manager, support and coordinate activities initiated by the Programs and Disciplines. Provide systems administrator support for online workflow process related to Programs and Discipline e.g. the Intention to Apply, Discipline Funding and PhD stipend top up.
COMMUNICATION AND STAKEHOLDER ENGAGEMENT	<ul style="list-style-type: none"> Coordination of workshops, meetings and other forums to encourage collaboration and knowledge sharing across Programs and Disciplines. Develop and maintain strong relationships with key stakeholders across various Burnet professional service units (HR, IT, finance, admin, Strategic funding, partnerships, innovation and communications (SF-PIC), working groups and the Strategic Impacts and Insights Office (SIO). Gather feedback from internal stakeholders and provide insights to inform strategic decision-making. Facilitate communication and collaboration between Burnet professional services and working groups. Support website updates and updates of other marketing tools for Programs and Disciplines Working with Marketing & Communications, facilitate collecting information from Programs and Working Groups for the Annual Report.
STRATEGIC PROJECT MANAGEMENT SUPPORT	<ul style="list-style-type: none"> Support internal strategic projects as requested by the Senior Manager, Strategy & Engagement.
TRAINING	<ul style="list-style-type: none"> Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	A minimum 2 years of experience in a project support role.	Essential
2.	Strong organisational and coordination skills with the ability to manage multiple tasks simultaneously	Essential
3.	Excellent interpersonal and collaboration skills, with the ability to build strong relationship across diverse teams	Essential
4.	Proficiency in using survey/data management tools e.g. REDCap	Preferable
5.	Experience working in public health, life sciences, international development, or other research area	Preferable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Bringing together Burnet Institute, The University of Melbourne, and the Doherty Institute with funding from the Victorian Government, the AIID is a visionary initiative designed to protect Australia and the region against infectious disease and future pandemics. Establishment of a new state-of-the-art facility which will be the new home of Burnet is expected to be operational by 2027.



OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

No Contact With Children

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au