

Position Title	Project Officer
Group/Portfolio	School of Engineering and Built Environment
Classification	HEW 6
Position Number	New
Reports To	School Manager, EBE
Employment Type	Fixed Term 2 years, 0.6FTE

1.0 Position Purpose

This position provides project and operational support to the School of Engineering and Built Environment, contributing to the delivery of the school's priorities and strategic initiatives. Working under general direction, the Project Officer will support the development, coordination, and continuous improvement of operational processes, systems, and frameworks that enhance program delivery and the end-to-end student experience.

The role will facilitate communication and coordination across internal and external stakeholders to support the effective delivery of agreed priorities and activities. Including providing a consistent point of contact for project-related matters. It will contribute to improving consistency, transparency and efficiency across operational practices. As well as assisting with the implementation, monitoring and evaluation of key initiatives.

This position will manage multiple concurrent activities and provide high-level administrative and project support to the School Manager and the Program Director of the Bachelor of Advanced Engineering (Honours) program.

2.0 Eligibility Requirements

- Completion of a relevant degree qualification or directly applicable work experience; or an equivalent combination of relevant experience and/or education and training with proven project management experience or qualifications.
- Excellent written and oral communication skills, and proficiency in the use of IT systems, including Microsoft Office and a range of collaboration tools.
- Strong communication and organisational skills.
- Experience in building relationships with both internal and external stakeholders.

3.0 Key Responsibilities

- Manage the implementation and integration of project resources for the

project/program.

- Coordinate and operationalise project outcomes, including the creation of relevant documentation, recommendations and process improvements.
- Facilitate communication and coordination across internal and external stakeholders to support the delivery of agreed priorities and activities. Including providing a consistent point of contact for project-related matters.
- Collaborate and coordinate with the group/team to ensure the development and delivery of a robust set of resources that meet relevant project/program outcomes.
- Analyse and evaluate project deliverables and prepare assessment and evaluation reports for consideration by internal and external stakeholders.
- Develop and maintain positive relationships with a range of internal and external stakeholders to ensure the successful implementation of projects and the ongoing success of initiatives.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to the same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act, and always communicate to reflect fairness, ethics, and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).