

POSITION DESCRIPTION



Project Officer, Disability and Digital Citizenship

POSITION DETAILS

Position Title	Project Officer, Disability and Digital Citizenship
Classification	HEW 6
Position Number	7016565
School/Office	Institute for Culture and Society
Division	Provost

POSITION PURPOSE

The Project Officer, Disability and Digital Citizenship, supports the delivery of the Australian Research Council Discovery Project *Disability and Digital Citizenship*, which investigates the participation of people with disability in the digital age and advances new understandings of digital citizenship. The position is responsible for coordinating project activities, stakeholder engagement, accessibility supports and administrative processes to support the successful delivery of project objectives, milestones and outcomes.

KEY ACCOUNTABILITIES

1. Coordinate and administer project activities, including governance arrangements, advisory groups, forums, workshops, fieldwork activities and project reporting, to support the delivery of project objectives and milestones.
2. Develop and maintain effective working relationships with researchers, project partners, University staff, contractors and other stakeholders to support project outcomes.
3. Provide secretariat support to project governance and advisory groups, including coordinating meetings, preparing documentation, maintaining records and supporting reporting requirements.
4. Coordinate project forums, workshops and other events, including participant communications, accessibility requirements, venue arrangements, catering and event delivery.
5. Develop, maintain and coordinate accessible project communications, information resources and publicity materials across approved communication channels, including websites and social media platforms.
6. Coordinate project related travel, fieldwork logistics and accessibility services to support research activities and inclusive participation.

7. Contribute to project financial and administrative processes, including budgeting activities, financial reporting, purchase orders and corporate card acquittals, in accordance with University requirements.
8. Provide day to day guidance and coordination to Casual Research Assistants as required to support project activities.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Completion of a research degree; or a diploma level qualification with relevant project coordination experience; or an equivalent combination of relevant experience and education/training.
2. Demonstrated experience working with people with disability, including an understanding of accessibility requirements, supports and inclusive practices.
3. Demonstrated project coordination, organisational and time management skills, including the ability to manage competing priorities, coordinate activities and meet deadlines.
4. High level digital literacy skills, including experience with Microsoft 365 applications, databases, content management systems and other relevant project support technologies.
5. Demonstrated ability to prepare reports, maintain accurate project records and documentation, and support project reporting requirements.
6. Well developed written and verbal communication skills, including the ability to provide secretariat support, prepare documentation and establish effective working relationships with a diverse range of stakeholders.

KEY RELATIONSHIPS

- **This position reports to:** Institute Manager
- **This position supervises:** Nil. May provide day to day guidance and coordination to Casual Research Assistants as required
- **Key internal relationships:**
 - Chief Investigators and Project Co Leads
 - Research Assistants and other Project Team Members
 - Institute researchers and professional staff
 - Relevant University service units
- **Key external relationships:**
 - Project partners and collaborating organisations
 - Advisory Group members
 - Funding bodies
 - Community and stakeholder organisations
 - Accessibility service providers and contractors

CHALLENGES

- Coordinating multiple project activities, stakeholder requirements and competing deadlines while ensuring project milestones and deliverables are achieved.
- Supporting accessible and inclusive participation across project activities, events and stakeholder engagement processes through the coordination of accessibility services and supports.
- Managing project administration, reporting and financial processes while maintaining compliance with University requirements and funding obligations.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People and Culture Partner

Date: 24 July 2026