

Position Title	Project Officer
Group/Portfolio	Griffith Sciences / Australian Rivers Institute
Classification	HEW 5
Position Number	00062251
Reports To	Director, International WaterCentre
Employment Type	Fixed-Term

1.0 Position Purpose

This position provides project management support to the International WaterCentre. Under routine to general direction from Chief Investigators, the position is responsible for assisting the team in developing, coordinating, monitoring and evaluation of various projects. The role will be required to assist in the coordination of multiple activities at any one time.

The Project Officer will undertake internal and external client and stakeholder liaison under the direction of the Chief Investigators and will assist in providing a broad range of administrative and financial processes. The position will also provide routine advice and information to staff and stakeholders in relation to the projects.

2.0 Eligibility Requirements

- Completion of a relevant tertiary qualification up to diploma level or directly applicable work experience; or an equivalent combination of relevant experience and/or education and training.

3.0 Key Responsibilities

- Assist in the coordination, implementation, and integration of resources for the projects.
- Assist the Chief Investigators to coordinate and operationalise projects, including, assisting with project reporting, preparation of relevant documentation and reports, and maintaining project level digital filing systems.
- Coordinate project travel and project meetings.
- Prepare monthly summary of project budgets to Chief Investigators (including checking financial reports from partners), maintain project budget spreadsheets, and ensure timely payment of invoices.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times 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](#).