

POSITION DESCRIPTION

Title:	VIIN Project Officer or Program Manager (TAP level to be determined)
Classification	Dependent on experience
FTE	This is a part-time role. FTE will be negotiated.

1. Overview of the Position

Typical activities for this role include:

- Management of a specialised work group where significant innovation, initiative &/or judgment are required
- Development and maintenance of procedures, policies, plans and systems
- Service to a range of committees, including preparation of agenda, minutes & correspondence
- Policy development & implementation requiring a high degree of knowledge
- Management & leadership of complex projects

The Project Officer / Program Manager will support VIIN by:

- implementing VIIN's Strategic Plan for 2024-2028;
- developing VIIN policies;
- providing leadership and oversight of the VIIN website re-development project;
- managing the new website;
- managing the VIIN's budget, communications and events;
- preparing reports, invoices, and liaising with contributing partners;
- securing venues for VIIN events and act as on-site liaison;
- organising video conferencing for VIIN events;
- attending and providing support at committee and subcommittee meetings and reporting back to VIIN co-convenors;
- organising and attending weekly meetings with VIIN co-convenors.

The Project Officer / Program Manager will support the Lorne Infection and Immunity Conference by:

- liaising with the Professional Conference Organiser for the Lorne Infection and Immunity Conference and the Conference sub-committees to run the annual Conference;
- attending the Lorne I & I meeting and acting as on site liaison between Co-Convenors and POC

The Project Officer / Program Manager will furthermore:

- prepare agendas and minutes and scheduling for committee and sub-committee meetings;
- undertake other tasks, as required.

The successful candidate will be pro-active and diligent. They will demonstrate excellent attention to detail and epitomise the VIIN values of inclusiveness, collaboration, use and development of knowledge and expertise, excellence and real-world impact.

This is a part-time role: FTE and salary negotiable dependent on experience.

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2. Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	<ul style="list-style-type: none"> ▪ At least a degree level qualification with Honours and substantial relevant experience
Supervision & Leadership	<ul style="list-style-type: none"> ▪ Broad direction ▪ Works with a degree of autonomy ▪ Models the behaviour expected of others ▪ Manages and coordinates committee members to achieve objectives ▪ Will perform work assignments guided by policy, precedent, professional standards & /or specialist expertise
Knowledge	<ul style="list-style-type: none"> ▪ Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. ▪ Conceptualizes, develops & reviews policies, objectives & strategies & makes policy recommendations in consultation with others ▪ Is able to adapt procedures & techniques as required to achieve objectives without impacting on other areas
Communication & Profile	<ul style="list-style-type: none"> ▪ Prepares documentation & reports at an advanced professional level ▪ Confidently conveys information in a clear & interesting way ▪ Identifies key messages & information required for decision-making ▪ Initiates & maintains effective relationships with peer & senior level internal & external stakeholders ▪ Negotiates with stakeholders, peers, industry bodies & other agencies to gain cooperation & achieve objectives ▪ Manages consultation processes including engagement with key stakeholders
Judgment, Innovation and Problem Solving	<ul style="list-style-type: none"> ▪ Responsible for program development & implementation ▪ Analyses & reports on activities affecting the work area and/or data and experimental outcomes

3. Working Relationships

Internal

- Line manager: Prof Richard Ferrero, Hudson Institute
- Research staff working in infection and immunity
- Administrative Staff
- Scientific Support staff

External

- VIIN and Lorne Co-Convenor: Prof Gilda Tachedjian, Burnet Institute
- VIIN and Lorne Committees and Sub-Committees
- VIIN and Lorne PCOs / vendors
- VIIN members across Contributing Organisations