

# POSITION DESCRIPTION



<b>Position</b>	Project Coordinator
<b>Level/Classification</b>	HEW0606
<b>Reports to</b>	Centre Director Terrestrial Ecosystem Science
<b>Unit</b>	Harry Butler Institute
<b>Directorate</b>	Research and Innovation
<b>Positions Supervised</b>	Nil

## Position Purpose

The Project Coordinator is responsible for supporting the project coordination of Fortescue Projects by delivering comprehensive support both Operational and Financially that enables senior researchers to effectively facilitate their Research.

## About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – *Ngala Kwop Biddi. Building a brighter future, together* – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

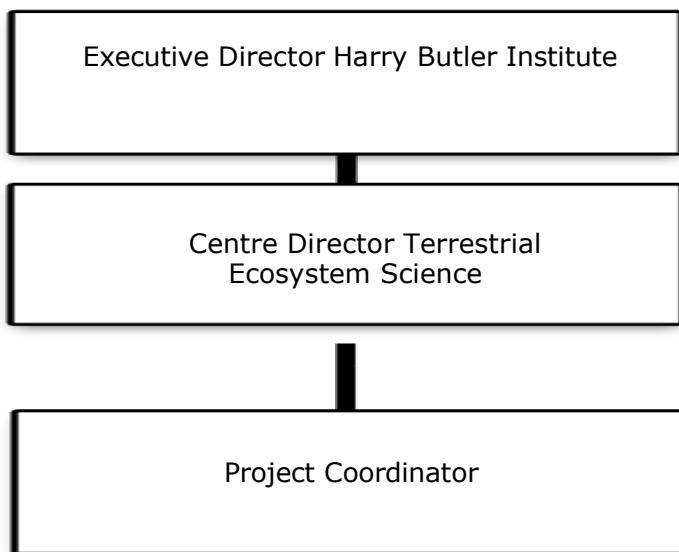
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

## About the Work Area

The Harry Butler Institute (HBI) is one of four Murdoch University research institutes delivering practical solutions that balance sustainability principles with economic growth. HBI is a world-class group of researchers. With strong links to government, business and the community, HBI is making a difference in addressing research challenges that will influence scientific endeavour.

## Reporting Relationships



## Key Responsibilities/Duties

1. Project & Contract Administration and Support.
  - Assisting Project Managers and Chief Investigators with all aspects of contract administration.
  - Preparing and coordinating contract documents, approvals and project paperwork, including permits (e.g., animal ethics and DBCA permits).
  - Maintaining accurate project records, budgets.
  - Assisting with grant submissions and gathering documentation.
  - Recruitment support and onboarding of new employees and exiting of staff.
  - Travel booking requests; adhering to Occupational Health and Safety and Fieldwork site documentation.
  - Provide support to non-regulated committees as appropriate, including the preparation and management of agendas, dissemination of meeting papers, taking notes, and preparation of minutes.
  - Providing day-to-day administrative support to the broader project delivery team.
2. Provide comprehensive administrative and secretarial support to the Fortescue Chair, such as arranging meetings, events and public relations activities in liaison with Marketing, diary management, coordinating catering, travel arrangements, purchasing card acquittals and the hosting of visitors, including parking arrangements, booking venues etc.

3. Provide essential financial support to ensure the effective management of resources and smooth operation of financial processes, including:
  - Preparing purchase orders.
  - Preparing monthly accounts receivable invoices, maintaining precise records and facilitating efficient collections.
  - Processing accounts payable invoices and expense reports, verifying documentation and ensuring prompt payment of obligations.
  - Preparing documentation for budget variations and maintaining comprehensive budget records to support ongoing financial tracking and reporting.
4. Other duties as required.

### **Selection Criteria**

#### **Essential**

1. Completion of a diploma level qualification with relevant work experience and/or an equivalent combination of relevant work experience and/or education/training.
2. Experience in project coordination, managing various aspects of projects to ensure successful outcomes.
3. The ability to demonstrate a high level of competence in Excel is essential for efficiently managing, analysing, and presenting data.
4. Demonstrated high level of computer literacy and proficiency in the production of professional outputs using software such as Microsoft Office applications, R, and specified University software programs, with the capability and willingness to learn new packages as appropriate.
5. Demonstrated high level of organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
6. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation and/or external stakeholders.
7. Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
8. Ability to work in a team environment and flexibility to undertake a diverse range of tasks with minimal supervision.

#### **Desirable**

1. Previous experience in a similar role in a university or a large, complex organisation.

### **Work Requirements**

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Ability to work outside of normal office hours when required.

## **General Obligations**

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons.
- report incidents, injuries and hazards.
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

## **Guiding Principles and Values/Code of Ethics and Code of Conduct**

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness Our Principles
- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*