

Job Description



Position Title	Project Officer	Level	B
Reports to (role)	Program Manager, Strep A Translation	Career Stream	Program
Team	Strep A Translation		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

This role will contribute to a range of research initiatives within the Strep A Vaccine Consortium (SAVAC), supporting a collaborative and high-performing research environment. Working closely with the Program Manager, project leads, and external stakeholders, the Project Officer will support and coordinate research projects to ensure the successful delivery of SAVAC outcomes. The position will play a key role in coordinating program activities, assisting with research and preparing reports, and facilitating stakeholder engagement to enhance program efficiency and impact.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Project Support and Coordination	- Assist with the planning and organisation of research activities and events. - Provide administrative support to the team. - Prepare and maintain documentation including agendas, minutes, and presentations. - Monitor project progress and contribute to the preparation of reports. - Participate in team meetings, providing support where needed. - Assist with the preparation of research outputs, grant reports, and study documentation. - Work closely with the Program Manager to ensure research activities are delivered on time, within budget, and aligned with team goals. - Assist with purchasing and procurement as required.	- Positive feedback from Program Manager and project leads. - Timely delivery of project activities and documentation. - Demonstrated contribution to team coordination and project efficiency. - Effective communication and documentation supporting stakeholder engagement. - Evidence of flexibility and responsiveness to evolving project needs.

	Assist with team research and project activities as required.	
Research Support	- Support the execution of research activities, including conducting literature reviews and assisting with the design of research protocols. - Contribute to high impact or quality publications. - Support the submission of ethics applications and other research governance tasks. - Assist with data collection activities. - Contribute to the preparation and development of research outputs, including manuscripts, articles and lay summaries.	- Positive feedback from Program Manager and project leads - Research tasks completed on time and to expected standards.
Stakeholder Engagement & Collaboration	- Work cohesively and collaboratively with others, both internal and external. - Assist in communication with both internal and external stakeholders and collaborators as requested. - Arrange and support meetings with both internal and external stakeholders, including secretariate duties. - Support employees and students undertaking team research projects. - Actively participate in team meetings and engagement in the broader Institute's goals.	- Acknowledged as working collaboratively and effectively in a team. - Positive feedback from stakeholders, collaborators and colleagues. - Attendance at team meetings
Workplace Safety	- Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. - Identify and assess workplace hazards and apply hazard controls. - Report every workplace injury, illness or near miss, no matter how insignificant they seem. - Abide by Institute policies and procedures.	- Responsibilities are embedded in work practices. - Hazards are effectively managed or reported. - Accidents and incidents are reported in a timely manner. - All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	Undergraduate degree in health and/or research relevant field(s).
Essential Skills, Knowledge & Experience:	• Experience in research studies and data collection activities. • Excellent oral and written communication skills, including evidence of contribution towards academic writing. • Experience with project administrative tasks. • Strong computer, organisational, analytical and problem-solving skills. • Proven ability to work independently as well as part of a diverse team, as well as ability to work using own initiative. • Strong team player and value of learning from others. • Ability to work in a complex, matrix-managed environment.
Desirable Skills, Knowledge & Experience:	• Knowledge of infectious diseases, epidemiology. • Experience working in Aboriginal Health, remote and/or low resource settings.

DIRECT REPORTS	0
-----------------------	---

Approved by:	<i>Program Manager, Strep A Translation</i>
Date approved:	14.11.25
Reviewed by P&C:	14.11.25