

Job Description



Position Title	Project Officer, Governance, Risk & Compliance	Level	B
Reports to (role)	Head, Governance, Risk & Compliance	Career Stream	Professional
Team	Risk & Compliance		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Project Officer supports the Governance, Risk & Compliance (GRC) team by coordinating projects, maintaining documentation, and ensuring administrative efficiency across risk management, compliance, and governance initiatives. This role is pivotal in enabling the GRC function to operate effectively and meet regulatory, strategic, and operational objectives

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Project Coordination and Support	<ul style="list-style-type: none">Assist in planning, executing, and monitoring GRC-related projects and initiatives.Track project milestones, deliverables, and timelines using appropriate tools.Support the implementation and review of policies, procedures, and controls.Coordinate meetings, workshops, and stakeholder communications.Prepare project documentation including agendas, minutes, reports, and presentations.Apply project management tools to improve governance where required.A requirement of this position is that the incumbent may be required to undertake various other duties as directed.	<ul style="list-style-type: none">Formal and informal feedback from internal and external stakeholders.Projects delivered on time, with accuracy and within scope.Policies reviewed and updated as required.Quality and completeness of agendas, minutes, and reports (peer-reviewed or manager-assessed).
Project Administration Support	<ul style="list-style-type: none">Maintain registers and records related to compliance obligations, risk assessments, and governance frameworks.Assist in internal and external audit	<ul style="list-style-type: none">Registers updated and defined within required timeframes.Audit items tracked and reported

	<p>preparation and follow-up actions.</p> <ul style="list-style-type: none"> • Support regulatory changes and compliance reporting. • Provide general administrative support to the GRC team including calendar management, travel coordination, and procurement. • Maintain filing systems and document repositories. • Liaise with internal departments and external stakeholders as required. 	<p>accurately and in a timely manner.</p> <ul style="list-style-type: none"> • Responsiveness to team requests. • Documents filed correctly and are easily retrievable. • Consistent positive stakeholder feedback on communication and support. • Accuracy and timeliness of bookings and scheduling.
Risk Management	<ul style="list-style-type: none"> • Support risk identification, assessment, and mitigation activities. • Maintain risk registers and assist in risk reporting. • Coordinate risk workshops and training sessions. 	<ul style="list-style-type: none"> • Risk workshops supported. • Accuracy and currency of risk registers. • Attendance rate and feedback from training sessions. • Timeliness and quality of risk reports.
Stakeholder Engagement and Collaboration	<ul style="list-style-type: none"> • Establish and maintain internal and external stakeholder relationships through effective communication to ensure successful outcomes of projects. • Establish and maintain clear lines of communication and ensure team members are informed of project progress. • Participate and contribute to strategic planning processes. • Undertake professional development training as required for specific projects. 	<ul style="list-style-type: none"> • Feedback from stakeholders, collaborators and the GRC team. • Acknowledged as working collaboratively and effectively.
Workplace Safety	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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:	Relevant tertiary qualification and/or relevant experience in high level administrative roles, research projects or other relevant areas.
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Relevant experience in an administrative, project management, business and/or research role. • Excellent interpersonal skills with the ability to develop strong internal and external relationships. • Outstanding written and verbal communication skills. • Highly developed project planning, coordination, and management skills. • Highly developed analytical and problem-solving skills. • Excellent organisational skills, flexibility and ability to set priorities and meet deadlines under pressure. • Demonstrated ability to be self-motivated and work autonomously and as part of a team, with a flexible, positive and collaborative approach in a complex and changing environment. • Understanding of governance frameworks, risk management principles, and compliance obligations.

DIRECT REPORTS	0
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Approved by:	<i>Head, Governance, Risk & Compliance</i>
Date approved:	26.08.25
Reviewed by P&C:	26.08.25