

POSITION DESCRIPTION

ORGANISATION:

Natural Hazards Research Australia

POSITION:

Senior Project Officer Education and Training

LOCATION:

Brisbane, Melbourne or Sydney

REPORTS TO:

Science and Innovation Director

CONTEXT

Natural Hazards Research Australia (the Centre) focuses on outcomes that will:

- Protect human life and minimise harm and suffering – towards zero preventable deaths.
- Contribute to well-prepared and resilient communities that are better informed of the risks associated with natural hazard exposure, are informed about strategies for mitigating the impacts from natural hazards and are able to make informed decisions if faced with a potential disaster.
- Translate research into action, maximising translation and implementation of research outcomes.

In delivering the strategy, the Centre will build Australian capability through:

- Strengthening relevant research capabilities.
- Supporting the development of sustainable research and its translation capabilities within research provider and end-user organisations.
- Strengthening and expanding the appropriate knowledge networks.

The Centre focuses on natural hazard resilience and disaster risk reduction to support the needs of a variety of critical stakeholders – including disaster resilience agencies and communities – in preparing for, responding to and recovering from disasters caused by natural hazards.

The Centre involves a large number of participants drawn from government, private and not-for-profit sectors across Australia. The Centre has a strong focus on delivery of useable outputs to enhance the safety, resilience and sustainability of communities.

Utilisation (translation and implementation) of the knowledge and other outcomes from the Centre's activities is an important activity and involves close collaboration with Centre end-users in emergency service organisations, land management organisations, government departments and businesses.

CENTRE VALUES

Respect – recognising and valuing the contributions of everyone through embracing diversity in gender, ethnicity and thought.

Focus – Ensuring that our activities are aligned with the Centre vision and mission.

Integrity and Honesty – To be honest and act with integrity in all we do.

Research Excellence – Pursuing highest quality research methods and use.

Supportive Leadership – Allowing all involved in the Centre to achieve their potential.

Trust and Collaboration – Sharing and working cooperatively in a trusting environment.

Independence – To be open, transparent and independent.

PURPOSE OF THE POSITION

The Senior Project Officer Education and Training is a crucial role at Natural Hazards Research Australia dedicated to shaping and driving the Centre's education and training initiatives. This position involves leading and managing the Centre's Higher Degree Research (HDR), Early Career Research (ECR), work placement and fellowship programs. The position also plays a crucial role in progressing the Centre's continuing professional development offerings within the natural hazards management sector and higher degree institutions to translate research through building the skills and expertise of practitioners and researchers.

The Senior Project Officer Education and Training engages with and supports various Centre stakeholder networks and communities of practice including universities, research institutes, end-user practitioners and sector organisations, as well as overseeing the administration of the Centre's Education and Training Committee.

The Senior Project Officer Education and Training demands a blend of skills which includes strategic planning, program management and the ability to communicate at different levels within the Centre – this includes to a range of diverse Centre stakeholders and networks.

KEY RESPONSIBILITIES

The Senior Project Officer Education and Training is accountable for:

LEADERSHIP AND DELIVERY OF EDUCATION AND TRAINING SCHOLARSHIPS AND PROGRAMS AS WELL AS CONTINUING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- Deliver the Centre's education and training programs including scholarships, work placements, Higher Degree Research (HDR) and Early Career Research (ECR) candidate engagement and activities, Fellowship programs and education and training events.
- Develop strategies for effective education and training program management and its continuous improvement that harmonise with the higher education and natural hazards management sectors.
- Collaborate with stakeholders to enrich HDR, ECR and professional development programs.
- Coordinate processes in collaboration with Centre staff to select scholarship and fellowship candidates and to ensure efficient and effective contracting and overall program monitoring.
- Coordinate processes to progress continuing professional development opportunities within the higher education and natural hazards management sectors.

SUPPORT RESEARCH NETWORKS

- Assist in the establishment of new research networks, providing a community of individuals to share and explore areas of common interest.
- Provide guidance, liaison and support to research networks.

STUDENT ACTIVITIES SUPPORT

- Work closely with the Centre's HDR and ECR candidates to understand and support their needs in order to supplement their higher education experience and ground their research within the Centre's mission, aims, objectives and research programs.

- Structure, coordinate and supervise HDR and ECR-focused activities and initiatives, including facilitating research candidate engagement with these activities and initiatives as they relate to the Centre's research direction.
- Foster a supportive environment for research candidate learning and development that is supplementary to the learning and development offered within university and research institute specific programs.

RESEARCH ADOPTION AND TRANSLATION

- Identify, structure and manage opportunities to translate and adopt research outputs through the development of education and training programs which supplement and support those already available in higher education, research and natural hazards management organisations.
- Work with Centre research program management to develop these opportunities for utilisation in the wider research ecosystem.

MONITORING AND EVALUATION

- Monitor and report on education, training and continuing professional development activities.
- Identify and implement metrics and case studies for the evaluation of the education, training and professional development portfolios.

EDUCATION AND TRAINING COMMITTEE SECRETARIAT

- Provide secretariat support to the Centre's Education and Training Committee which is a sub-committee to the Centre's Governing Board.
- Prepare meeting agendas, minutes and relevant documentation.

OTHER DUTIES

- Other duties as reasonably requested by management.

KEY RELATIONSHIPS

INTERNAL:

- Science and Innovation Director
- Research and Implementation Director
- Manager Research Services
- Chair of Education and Training Committee
- Node Research Managers
- Centre staff

EXTERNAL:

- Research providers and researchers
 - End-users
 - University research offices
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SELECTION CRITERIA

EDUCATION:

- University degree, preferably in area relevant to natural hazards, education and training or business management, or equivalent work experience.

SPECIFIC KNOWLEDGE AND EXPERIENCE REQUIRED:

- Proven experience in program management and coordination with an ability to work collaboratively with a range of stakeholders.
- Well-developed communication and interpersonal skills, together with the ability to liaise effectively with a mature, friendly and confident personal style, and build and maintain strong and effective relationships with a diverse group of stakeholders.
- Proven competence in managing opportunities to translate research outputs into practical applications through education, training and professional development programs.
- Detailed knowledge and an understanding of higher degree research and scholarship programs within universities and research organisations.
- High level of initiative and self-motivation, with the capacity to work both independently and as part of a team.

DESIRABLE KNOWLEDGE AND/OR EXPERIENCE REQUIRED:

- At least two years' experience in a similar, or related role.
 - Knowledge of the workings of government, industry, universities or research organisations.
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