

POSITION DESCRIPTION



Position Title	Project Officer Team Leader – RD&A
Career Level	4
Location	North Sydney/Brisbane
Position Type	Full Time, Fixed Term Contract
Business Unit	Corporate Services
Reports To	Business Development Manager
No. of Direct Reports	3
Date:	July 2025

About MLA

MLA works in partnership with the red meat industry and the Australian Government to deliver marketing, research and development products and services to cattle, sheep and goat producers. Our core purpose is to deliver world leading outcomes that fuel global competitiveness, sustainability and producer profitability.

Our values:

- Integrity at heart - We are unwavering in our commitment to our stakeholders.
- Stronger together - We embrace diversity and collaborate to deliver impact.
- Future focused - We strive to continuously improve and push boundaries towards a better future.

Position Purpose

The primary purposes of the Project Officer Team Leader – RD&A is to:

- Provide direct support to Project Managers to create and manage the documentation and communications required in complying with the MLA project management process; and
- Manage a team of Project Officers providing similar support across the Research, Development and Adoption (RD&A) business unit.

Key Accountabilities

Project Officer responsibilities:

- Supporting Program Managers in areas Research, Development and Adoption as well as Communications in setting-up, management and coordination of projects.
- Support Program Managers in the above areas in the management of key relationships.
- Development and maintenance of project and program – Level reporting/recording tools, SharePoint, CRM.
- Assist in delivery of innovation investment portfolio in the above areas.

- Assist with the financial monitoring and reporting of progress against project milestones and budgets for the above areas.
- Assist in the development and implementation of communication material, adoption and commercialisation activities with the above programs.
- Project management in line with career development plan.
- Develop terms of reference and projects in conjunction with the Program manager, other MLA staff, and stakeholders.
- Liaise with key stakeholders, partners and contractors to ensure timely delivery of project outcomes and outputs.
- Monitoring and reporting of progress against project milestones and budgets.
- Assist with scheduling and facilitating internal and external project approval processes.
- Analysis of upcoming milestone trends in order to forecast and manage peaks and troughs in relation to Program activity levels.
- Review project approval status, milestone status, invoice aging reports, and program budgets, to identify and manage issues.
- Undertake technical research and provide information for trailing and commercial adoption of products.
- With relevant program manager, review and approve final reports from projects.
- Ensure all final reports are available for dissemination and uploading to website.
- Assist in the development of a communication strategy including content and structure for RDA webpages.

Project Officer Team Leader responsibilities:

- Direct manager to project officer team.
- Manage HR items for the project officer team including but not limited to; approval of Preceda items and individual development plans.
- Responsible for the leadership of direct reports in such a way that enhances and supports high performing, empowered, and engaged individuals and teams. Strong focus on helping to develop skill sets, capabilities, and career development of others.
- Regularly review and recommend process improvements within delegated areas of responsibility and control, improving processes where necessary.
- Lead the hiring and onboarding training process of project officers.

Undertake effective measures to foster a culture that prioritises health and safety and ensure compliance with MLA Group's policies and procedures in workplace health and safety as applicable to self, other Workers and all activities within area of responsibility and control. This includes, but is not limited to:

- Provide information, instruction, training and supervision to workers
- Undertake risk assessments, design and implement control measures to reduce risks
- Ensure application of appropriate risk control measures
- Ensure all hazards, incidents and near misses are reported

Major Challenges and Complexities

- Maximising benefit to the MLA stakeholders by assisting with timely management of projects within a complex RD&A portfolio.
- Ability to deliver adoption outcomes from a support role.

Key Relationships

Internal	<ul style="list-style-type: none">• MLA Project and Program Managers• Contract Services
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	<ul style="list-style-type: none"> • General Managers • Group Managers • Executive Assistant to Managing Director • Finance • IT • Human Resources
External	<ul style="list-style-type: none"> • Regional research committees and Peak Industry Councils • Commercial Service Providers • Universities • Research Organisations

Other (i.e. travel required, on call)

Significant amounts of travel are not envisioned for this role; ad hoc travel may be required on a case-by-case basis.

Authority

What does the person have the authority to do?

- Manage projects within the project management system on behalf of the project manager.
- Approve Purchase Orders for operating expenses within budget in accordance with MLA Delegations of Authority Policy (currently up to \$1,500).

What does the person need to seek approval for?

- Approvals above delegation as set out in MLA's Delegation of Authority policy and all matters covered by the Project and Contracts Approval and other MLA policies.

Essential Qualifications / Skills / Experience / Competencies

Key Skills

- Project management and administration
- Strong interpersonal, relationship building, communication and negotiation skills
- Excellent written communication skills with the ability to prepare highly detailed documentation and correspondence
- Ability to work autonomously, employ initiative to find solutions, priorities and exercise discretion
- Ability to use MLA systems to record information, communicate work related activities and search for new information
- Communication and presentation
- Relationship management
- Ability to understand and work in, broad range of technology-based areas (for example, animal science, pastures, environment, etc.)
- Understanding of cost-benefit analysis and project evaluation
- High levels of initiative, problem solving capacity and decision-making skills

Qualifications

- Relevant tertiary degree (or equivalent) preferably in science, applied science, food science, agricultural science or veterinary science
- Qualifications in project management highly desirable

Experience

- Minimum 2 years' experience post undergraduate degree (or equivalent)
- Some working knowledge of agriculture
- Some experience in contract management is required

Essential Competencies

- Strong attention to detail
- Strong oral, written and interpersonal communication skills
- Client/stakeholder focus
- Self-starter who manages their own performance
- Builds collaborative relationships
- Results / outcomes focused
- Shows initiative to identify and resolve issues when they become apparent
- Fosters effective teamwork and collaboration

Desirable Competencies

- Flexibility & adaptability
- Strong conceptual and analytical thinking skills
- Ability to influence others
- Accountable for their own and their team's performance
- Business acumen