

POSITION DESCRIPTION



Position Title	Project Officer
Career Level	3
Location	Sydney, Brisbane
Position Type	Full Time, Ongoing
Business Unit	Research and Development
Reports To	Project Officer Team Leader
No. of Direct Reports	N/A
Date:	July 2023

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

To assist in the management administration of Research and Development (R&D) projects in order to maximise the return on investment to the red meat industry, commercial partners and MLA.

The project officer supports the Project Manager to create and manage the documentation and communications required in complying with the MLA project management process.

The role involves:

- Supporting Program Managers in areas of Productivity and Animal Wellbeing, Science and Innovation, Genetics, and Adoption in setting-up, management and coordination of projects.
- Support Program Managers in the above areas in the management of key relationships
- Assist in delivery of leading edge 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
- Assisting in the development and implementation of communication material, adoption and commercialisation activities within the above programs

Key Accountabilities

- Development and maintenance of Project and Program – Level reporting / recording tools SharePoint, CRM

- 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 a RDA webpages
- Comply with MLA's policies and procedures in workplace health and safety as applicable to self, other Workers and all activities within area of responsibility and control

Major Challenges and Complexities

- Maximising benefit to the MLA stakeholders through timely adoption of technologies to address emerging environmental issues / opportunities by managing the project progress
- Ability to deliver adoption outcomes from a support role

Key Relationships

Internal	<ul style="list-style-type: none"> • Various MLA Project and Program Managers • Contract Services
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.

Desirable Qualifications / Skills / Experience

Key Skills

- Project management and administration
- Ability to use computer systems and the internet 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,)
- Ability to work as an integral part of a team
- Understanding of cost-benefit analysis and project evaluation

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

- New graduate to 2 years project management
- Some knowledge of agriculture
- Contract management would be an advantage

Essential Competencies

- Attention to Detail
- Oral & Written Communication
- Effective Communication
- Client / Stakeholder Focus
- Manages own performance
- Interpersonal effectiveness
- Builds collaborative relationships
- Credibility
- Results orientation / outcomes focused
- Takes initiative
- Thoroughness
- Technical Expertise

Desirable Competencies

- Fosters effective teamwork and collaboration
- Flexibility & Adaptability
- Conceptual thinking
- Influencing others
- Analytical thinking
- Accountability
- Business acumen