

# Job Description



**POSITION TITLE:** Project Officer, SAHMRI Registry Centre  
**LOCATION:** SAHMRI, North Terrace  
**REPORTS TO:** Strategic Director, SAHMRI Registry Centre  
**DEPARTMENT:** Registry Centre

## PURPOSE AND SCOPE OF THE POSITION

The SAHMRI Registry Centre Project Officer will provide support to the Strategic Director in the development and delivery of the Centre's Strategy, Business Plan and other key deliverables. The position will sit within the Registry Centre, South Australian Health and Medical Research Institute.

This position works closely with:

- Strategic Director, SAHMRI Registry Centre
- Registry Centre project working groups and project teams
- Registry Centre member registries
- Academic, clinical, professional and community stakeholder groups and their representatives.

## KEY RESPONSIBILITIES

The specific duties include:

- Prepare reports and academic publications where appropriate.
- Coordination, administration of Registry Centre related activities.
- Coordinate activities related to the Annual Symposium and other education seminars.
- Coordinate and provide administrative support for the SAHMRI Registry Centre Advisory Group and subcommittees.
- Review SOP templates against the new CQR Framework.
- Assist with development and rebranding of templates and resources for the Registry Centre.
- Assist in the promotion of the profile and reputation of the SAHMRI Registry Centre as a centre of excellence in Registry Science.
- Contribute to the continuous improvement of processes, tools, systems and organisation.
- Coordinate with members activities relating the creation of the Annual Report
- Provide support for the development of shared resources, documentation, and communication plans for the SAHMRI Registry Centre. This includes developing a common and content specific set of documentation and plans.
- Participate in special projects to continuously improve processes, tools, systems and organisation.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the Code of Conduct Policy.

## SPECIAL REQUIREMENTS

- Some out of business hours work is required.
- Occasional interstate travel may be required.



## Person Specification

### QUALIFICATIONS

- Relevant qualifications or demonstrated experience in health and project coordination or equivalent degree qualification combined with a high level of relevant health services and registry experience.

### EXPERIENCE, KNOWLEDGE AND SKILLS

- Knowledge of and experience working in health, science, academic or medical research sectors.
- Knowledge of registries and the clinical quality registry sector (desirable).
- Excellent written communication skills
- Excellent organisational and time management skills together with resourcefulness and initiative to manage priorities and deliver projects within agreed budget and deadlines
- Demonstrated ability to work effectively both independently and within a team
- Proven ability to use lateral and creative thinking and exercise sound judgement to make decisions and solve problems.
- Knowledge of the implementation and delivery of projects
- Excellent interpersonal skills and ability to successfully communicate with a diverse range of people at all levels.
- Ability to use all Microsoft Office products
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
  - **Excellence** – Bold, Driven, Dynamic
  - **Innovation** – Persistent and Focused
  - **Courage** – Collaborative and Enabling
  - **Integrity** – Embrace Diversity, Demand Equity
  - **Teamwork** – Friendly, Fast, Flexible, Fun

### LICENCES

Current Driver's Licence