



Position Description

POSITION TITLE:	Project Officer
LOCATION:	SAHMRI North Terrace, Adelaide, 5000
REPORTS TO:	General Manager
DEPARTMENT:	ANZORRG – Registry Science

PURPOSE AND SCOPE OF THE POSITION

ANZORRG is a group of Clinical Quality Registries that collects, analyses, and reports on data related to organ donation and replacement therapies to improve patient outcomes and inform clinical practice across Australia and Aotearoa New Zealand. The Project Officer is a position within the Australia and New Zealand Organ Replacement Therapies Registry Group (ANZORRG), which is based at the South Australian Health and Medical Research Institute (SAHMRI). As the Project Officer of the data intake team this position provides project support to the registries as part of the wider project team. Coordination of project services supporting collection and collation of data for our registries throughout Australia and New Zealand is a key component of this role.

Reporting to the General Manager the position will work closely with all members of the Registry team including data intake, statistical and technical personnel. The role will also interact with a range of external stakeholders including all members of the health care teams across various agencies within Australian States and Territories and New Zealand from whom data is provided.

KEY RESPONSIBILITIES

Specific duties include, but not limited to;

- Support the activities of the registries through effective collaboration with internal and external stakeholders.
- Coordinate and assist with the collection, data entry, reporting, and distribution of survey and registry requirements.
- Contribute to team growth through the development and documentation of processes, systems, and continuous improvement initiatives.
- Support registry objectives by ensuring high-quality data through a meticulous approach to work, accuracy, and attention to detail.
- Ensure service excellence by contributing to a customer-focused, professional, and efficient division that fosters an integrated team culture responsive to the needs of business partners and external clients.
- Maintain accurate records and take proactive action to correct, prevent, and avoid errors wherever possible.
- Participate in projects aimed at continuously improving processes, tools, systems, and organizational effectiveness, including writing and editing standard operating procedures and reports. 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 hours' work may be required.



Person Specification

QUALIFICATIONS

- Experience working within the healthcare setting (desirable)
- Experience/knowledge working with a clinical quality registry (desirable)

EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience in project work including working as part of a project team.
- Experience working within the healthcare setting with knowledge/understanding of healthcare terminology, specifically in organ donation and transplantation.
- Experience working within a clinical quality registry and/or understanding of the Australian Commission on Safety and Quality in Health Framework for Australian clinical quality registries.
- Strong interpersonal and communication skills, enabling the formation of collaborative links with colleagues and a broad spectrum of stakeholders.
- Demonstrated well-developed time management skills, including planning and prioritising task and deadlines.
- Demonstrated ability to work independently, take initiative and be resourceful.
- Demonstrated ability to work under pressure and to produce work of a high standard.
- Demonstrated ability to set priorities and achieve work objectives within agreed timeframes.
- Advanced computer literacy skills including proficiently in Microsoft suite to create and edit documents and data, online platforms.
- Experience in working in areas where confidentiality must be applied and maintained.
- Demonstrated ability to readily assimilate new information and procedures and react positively in implementing change.
- Experience working with healthcare data.
- 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