

A more equitable world through better health.



POSITION DETAILS

TITLE	Project Officer, Pathway to Clean Indoor Air in Victoria
CLASSIFICATION	Level 6.1 (\$98,545 + Super + Salary Packaging)
TIME FRACTION	1.00 FTE
CONTRACT TYPE	Fixed Term, 5 months
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Deputy Project Director, Pathway to Clean Indoor Air in Victoria
DIRECT REPORTS	Nil
LAST UPDATED	June 26

POSITION SNAPSHOT

The Project Officer will provide project coordination and administrative support for the Pathway to Clean Indoor Air in Victoria project, working under the direction of the Deputy Project Director. The role will support the effective delivery of project activities through the coordination of complex calendars, administration and scheduling of governance and project meetings, minute-taking, maintenance of action registers, preparation of meeting papers and agendas, travel coordination, financial administration, stakeholder liaison, project documentation, and support for site decommissioning activities.

The Project Officer will work collaboratively with the project team, technical specialists and external partners to facilitate efficient day-to-day project operations. The position requires strong organisational capability, attention to detail, sound communication skills, and the ability to operate effectively in a complex, dynamic, multi-stakeholder environment.

KEY RESPONSIBILITY AREAS

1. PROJECT COORDINATION and ADMINISTRATION	- Support the day-to-day operations of the project, delivery assisting in achieving required outcomes. - Assist in coordinating the multidisciplinary project team, liaising with internal and external stakeholders, contributing to a collaborative environment that produces high-quality work on time and on budget. - Assist with executing project objectives and plans, ensuring alignment with the funding proposal. - Maintain systems and processes for project management, risks, and issues. - Assist in implementing the risk and issue framework, supporting the reporting process to ensure timely identification and escalation of project challenges. - Monitor operational risks to the project, helping to implement mitigation strategies and reporting to the Deputy Project Director as necessary. - Draft and compile briefing papers, submissions, and reports for review by the Deputy Project Director. - Support advocacy and communication activities, liaising with the marketing and communications team as directed. - Participate in professional development activities, including annual Burnet staff Professional Development Framework activities. - Provide administrative and logistical support to the Deputy Project Director and other project staff as required.
2. FINANCIAL COORDINATION	- Assist the Deputy Project Director in tracking the project budget and support finance administration including processing invoices, purchase orders and budget reconciliation, liaising with the project and finance team as needed. - Support the development of financial forecasts, help track budgets, and contribute to the preparation of financial reports under the guidance of the project and finance team. - Help monitor project expenditure, ensuring it aligns with funding support and complies with institute policies and grant requirements. Flag any potential issues or concerns to the Deputy Project Director - Support the identification of potential financial risks or opportunities, communicating these to the Deputy Project Director for further action.
3. TRAINING	Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES	
1.	Experience supporting multi-stakeholder projects, demonstrating attention to detail and ability to meet deadlines.
2.	Basic financial management skills including assisting with budget tracking and financial reporting.
3.	Familiarity with risk and issue management processes in project contexts.
4.	Strong communication and interpersonal skills, with the ability to work effectively in diverse teams and liaise with various stakeholders.
5.	Interest in or knowledge of public health, environmental projects, or government initiatives, preferably with some understanding of indoor air quality issues.

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE	No Contact With Children
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ENQUIRIES

For enquiries, please contact Melanie McMillan, Deputy Project Director, melanie.mcmillan@burnet.edu.au