

POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE	Project Officer
EMPLOYMENT TYPE	Full-time 1FTE
TERM OF APPOINTMENT	Permanent ongoing

PRIMARY FUNCTION

To provide high-level administrative support for projects and programs aimed at improving the practice of cardiology in Australia and New Zealand.

POSITION CONTEXT

The Cardiac Society of Australia and New Zealand (CSANZ) is the professional body for cardiologists and those working in the area of cardiology including researchers, scientists, cardiovascular nurses, allied health professionals and other healthcare workers. The Society is the chief advocacy group for the profession and aims to facilitate training, professional development and improve medical practice to enhance the quality of care for patients with cardiovascular disease.

The Society is committed to enhancing cardiovascular research in Australia and New Zealand and provides support for early and mid-career researchers through research scholarship grants, travelling fellowships to national and international cardiology meetings and prizes for young investigators.

The Project Officer is responsible for coordinating a range of programs to support education, training, research and practice in cardiovascular medicine and surgery. The Project Officer will work collaboratively with the CSANZ Executive Officer, committee Chairs, independent entities, key partners and stakeholders providing administrative, secretariat and project management support.

KEY ACTIVITIES AND ACCOUNTABILITIES

		FREQUENCY
1.	<p>Education and Training</p> <ul style="list-style-type: none"> Provide secretariat support for the Education Committee and work collaboratively with the Chair and committee members to coordinate the development of education programs and initiatives. Load and maintain education content on the Society's CPD platform. Manage the process for the recruitment of first year advanced trainees in cardiology in NSW. Provide support for the Fellows-in-Training Committee as required. 	On going
2.	<p>Credentialing</p> <ul style="list-style-type: none"> Oversee the process for the accreditation and re-accreditation of TAVI Practitioners including managing application processes, reviews and notification to Medicare. Provide secretariat support for the TAVI Accreditation Committee including preparing agendas and minutes and follow up action items. Oversee the process for credentialing practitioners for Lead Extraction including annual reporting and managing application processes for new certified operators. 	Ongoing

3.	Registries <ul style="list-style-type: none"> • Provide secretariat support for cardiac outcomes registries including the Australasian Cardiac Outcomes Registry (ACOR). Schedule meetings of the ACOR Board and registry subcommittees, prepare agendas and minutes and following up action items. • Work with the registry provider to prepare and contribute to various reports for the ACOR Board and registry committees. • Ensure annual registration invoices are raised and monitor the receipt of payments. 	Ongoing
4.	Committee Support <ul style="list-style-type: none"> • Provide secretariat support for the Quality Standards Committee and the IT Strategy Committee. • Prepare agendas and minutes and follow up action items 	
5.	Ad-hoc projects Undertake work activities relevant to the role's key accountabilities and within scope as approved by the CSANZ Executive Officer.	As required

MANAGEMENT DATA

REPORTS TO:	CSANZ Executive Officer - line manager Chair, ACOR Board - all ACOR matters
2 UP REPORT:	CSANZ President
DIRECT REPORTS:	NIL
INDIRECT REPORTS:	NIL
OPERATING BUDGET:	N/A

KEY RELATIONSHIPS

MAIN CONTACTS	PURPOSE
Chairs and members of relevant committees and Chair ACOR Board	Receive direction and work collaboratively on relevant programs to ensure strategic objectives are met.
Registry provider	Registry development, implementation and reporting.
Third party providers/contractors	Ensure services are delivered on time and within budget.
Commonwealth and state health departments and hospitals	Stakeholder engagement and reporting.
Key partners and stakeholders	Work collaboratively to ensure strategic objectives are met.
CSANZ staff and members	Work collaboratively to ensure strategic objectives are met.

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Project Officer will work with the CSANZ Executive Officer and the Chairs of relevant committees and the ACOR Board to establish requirements but will primarily work in an autonomous capacity to ensure tasks are completed to high standards and deadlines are met. Any decisions that directly impact CSANZ or ACOR as a whole, or that require higher level input must be discussed with the CSANZ Executive Officer or appropriate Committee/Board Chair.

SELECTION CRITERIA

QUALIFICATIONS AND/OR CERTIFICATIONS

Tertiary qualifications and/or extensive work experience preferably in project management or administration.

EXPERIENCE AND SKILLS

Minimum five years’ experience in a secretariat or project management role including managing committee functions and the preparation of agendas and writing minutes.

Experience in a health-related role is essential.

Highly developed organisational and administration skills with proven ability to manage multiple projects.

Excellent written and verbal communication skills, including report writing and exceptional attention to detail.

Numeracy skills together with experience in controlling project income/expenditure, budget monitoring, and managing invoice payments and purchases. Experience using a cloud-based accounting system is desirable.

Experience in developing and managing effective communications with internal and external stakeholders at multiple levels.

Demonstrated ability to work independently and proactively under minimal supervision together with initiative, judgement and problem-solving skills.

Demonstrated high level of computer skills, including word processing, spreadsheets, internet and databases.

CERTIFICATION

I am satisfied that this position description accurately describes the requirements for the position.

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Martha McCall | Executive Officer, Signature, Date

I have read this document and agree to undertake the duties and responsibilities listed herein. I understand that I may be required to undertake additional duties and responsibilities as required by the Executive Officer or the organisation from time to time.

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Occupant/Employee Full Name, Signature, Date