

Position description: Program Officer

Department/Team	Program Delivery Unit
Reports to	Senior Programs Officer
Role status	Ongoing
Role type	Full time
Location	Canberra
Role classification	Level 6(1) – \$107,035 package including up to 17% superannuation

About the Australian Academy of Science

The Australian Academy of Science is a national learned academy of distinguished Australian scientists, championing science for the benefit of all. The Academy is an independent, non-government, not-for-profit organisation delivering sought after science advice that influences Australia's actions and contributes to global science.

The Academy strives to advance Australia as a nation that embraces scientific knowledge and whose people enjoy the benefits of science.

The Academy's offices are located in Canberra in the ACT, operating out of two iconic heritage listed buildings, the Shine Dome and Ian Potter House in the centre of the city.

We acknowledge and pay respect to the Traditional Owners of the lands on which the Academy Fellows and employees live and work, and to their elders, past and present.

Our culture

The Academy reflects organisational values that earn and sustain trust. The Academy is independent, non-partisan and ethical; acts with integrity, honesty, and transparency; supports diversity and inclusion and is respectful of sources of knowledge, such as those of First Nations people.

We offer a safe, flexible and inclusive work environment and strive to create an environment that connects, respects and values staff, investing in them to nurture and develop them as professionals.

The position

This position is part of a Secretariat, accountable to the Academy Council, that works as a team to deliver the priorities and commitments set out in the Academy's strategic plan.

The Program Delivery Unit provides strategic, service-focused program management capabilities, delivering STEM grant projects and programs to highlight and support diversity and excellence in science. The unit maintains strong situational awareness of program status and progress to ensure alignment with the Academy's mission.

The Program Officer works as part of a team that supports the overall delivery of the Academy's established suite of programs and the portfolio of existing grants.

The position works within a program management framework to enable effective, efficient, consistent and systemised delivery of the Academy's programs which currently include the Theo Murphy Initiative (TMI) as well as a range of other funded initiatives that the Academy manages.

The Program Officer will lead their allocated program(s) and work collaboratively to provide support to other Program Officers in the team.

Duties and responsibilities

Reporting to the **Senior Programs Officer**:

- Provide secretarial and administrative services to the governing boards of relevant programs, including setting agendas, collation, quality assurance and circulation of papers, preparing minutes, and monitoring follow-up actions.
- Manage the administration of appointment processes for the governing bodies of relevant programs, including calls for nomination, updating skill matrices, onboarding of new members, maintaining conflict of interest registers, updating terms of reference and managing statutory reporting requirements.
- Maintain policies, procedures, administrative and contractual arrangements for relevant programs ensuring consistency with the Academy's governance structures.
- Assist in the delivery of projects related to relevant programs including development of business cases, project plans and progress reports.
- Where relevant to the program, manage grant rounds from development of guidelines and supporting documentation through to the application process, eligibility assessment and the coordination of the evaluation process.
- Maintain systems and databases for relevant programs, including the development and documentation of all system configurations, ensuring responsiveness to changing requirements.
- Assist with data analysis and evaluation activities to achieve continual improvement in the delivery of programs, ensuring they remain effective and aligned with the Academy's priorities.
- Maintaining financial records and production of reports for relevant grants and programs.
- In collaboration with the other Academy teams, support the creation and delivery of relevant communications assets and events to support, promote and increase the profile of Academy programs.
- Maintain productive working relationships with program stakeholders, ensuring they are positively maintained and work effectively to enable high-quality outcomes.
- Working closely with the Senior Programs Officer, ensure that early- and mid-career researcher (EMCR) activities and programs are strategically aligned with the Academy's work, and the Academy supports and champions this cohort of researchers.
- Behave in accordance with the Academy's organisational values and support the Academy's commitment to diversity, equity and inclusion and development of a positive workplace culture in which all staff are supported to achieve excellence.

Qualifications and experience

- Relevant tertiary qualifications or equivalent experience/training.
- A minimum two years' experience coordinating projects and/or programs.

Selection criteria

- Demonstrated experience in program and grant management, including the development of program materials, coordination of application processes, and support for grant recipients through payment, logistics and reporting activities.
- Proficiency with administering a grant administration system, such as Good Grants and/or SmartyGrants, and a CRM, such as SalesForce, is essential.
- Ability to work autonomously and exercise significant initiative and judgement, while working collaboratively within a complex organisational environment.
- Capacity to manage competing priorities, meet deadlines, and maintain accuracy and attention to detail in a fast-paced environment.
- Strong reporting and compliance skills, with the ability to track and monitor reporting obligations, ensure adherence to grant agreements, and prepare accurate financial and governance documentation.
- Excellent communication and stakeholder engagement abilities, including experience building professional relationships, preparing communication materials and supporting events and promotional activities.
- Proven ability to liaise with relevant internal and external stakeholders and build constructive and effective relationships.
- Proven ability to prepare, monitor and track budgets and reporting obligations against individual grant funding agreements and the overall program.
- Demonstrate commitment to improving and promoting workplace diversity, safety and supporting employee wellbeing, including strategies to facilitate appropriate flexibility and work life balance.
- Proven ability to contribute to a cross-functional team across multiple locations, contribute to a supportive work climate, and deliver results as a team.
- Commitment to workplace diversity and inclusivity, workplace participation, health and safety, and equity principles.