

Project Officer for the Australian Cardiovascular Alliance

Contact

Kerry Doyle PSM OAM

CEO, Australian Cardiovascular Alliance

+61 417 458 979

acva@ozheart.org

JOB TITLE:	PROJECT OFFICER
JOB TYPE:	Full time
LOCATION:	Sydney or Melbourne (Flexible working arrangements)
REPORTS TO:	ACvA Executive Director, Strategic Initiatives
JOB DURATION:	12 months
SALARY:	Salary package negotiable

The Australian Cardiovascular Alliance (ACvA)

Australian Cardiovascular Alliance (ACvA) is the peak national body for cardiovascular (CV) research, with a unique mandate and capability to harness the power of Australia’s research community to drive improved CV and Stroke outcomes for all Australians.

The ACvA is a not-for-profit, member-based organisation representing the interests of a diverse membership which spans individual researchers, research institutes, peak bodies (advocacy groups/consumer groups), and industry members.

Our vision is to deliver transformative change to cardiovascular research and health outcomes by building a thriving cardiovascular ecosystem. We do this by bringing the cardiovascular research sector together in a whole of pipeline approach, to collaboratively provide research solutions to identified health challenges through three interconnected initiatives:

- Health Leadership Research Forum – A government engagement platform to connect and align the research continuum with clinical and health system needs, identified by data and expertise.
- Clinical Theme Initiative – Developing national, multi-disciplinary research programs to tackle unmet needs in Hypertension, Stroke, Heart Failure, Arrhythmia, Coronary Artery Disease and Improving CV outcomes for First Nations People.
- Implementation and Policy Roundtables – Considering latest evidence to prioritise and drive effective implementation.

The ACvA has devised seven strategic flagships that are at the centre of the Alliance and provide a platform of strengths in cardiovascular research and clinical care: 1) Implementation and Policy; 2) Clinical Trials; 3) Big Data; 4) Precision Medicine; 5) Drug Discovery; 6) Bioengineering and 7) Disease Mechanisms. These cross cutting capabilities underpin the ACvA Strategy. The ACvA:

- Acts as an advocate for increased and innovative funding models for heart, stroke and vascular disease research
- Promotes the development of strong engagement and partnerships between cardiovascular researchers Australia-wide, industry, government and consumers.
- Supports capacity and collaboration building activities

- Promotes the importance and impact of cardiovascular research in driving improved health outcomes for all Australians.

Primary purpose of the role

The primary purpose of the Project Officer is to support the delivery of ACvA's strategic initiatives and day-to-day operations. This position will report directly to the Executive Director, Strategic Initiatives. The Project Officer will play a vital role in ensuring the efficient execution of key projects and events, enhancing internal and external communications, maintaining the organisation's website, and managing various administrative tasks.

Key accountabilities

1. Project Management:

- Assist in the planning, coordination, and execution of ACvA's strategic projects.
- Track project timelines, milestones, and deliverables, ensuring alignment with organisational objectives.
- Monitor project progress and program delivery, providing regular updates to the Executive Director and other stakeholders.
- Help identify and mitigate project risks and issues, ensuring timely resolution.

2. Event Management:

- Plan and organise events, meetings, and workshops that align with ACvA's strategic initiatives.
- Coordinate event logistics, including venue booking, catering, and transportation.
- Manage event budgets, ensuring cost-effective solutions while maintaining quality.
- Handle event promotion and attendee communication, ensuring high engagement and participation.

3. Communications Support:

- Assist in drafting and editing internal and external communications, ensuring clarity and alignment with ACvA's messaging.
- Support the management of ACvA website to reflect current projects, events, and organisational updates.
- Support social media and marketing activities.

4. Administrative Tasks:

- Arrange and coordinate meetings, including scheduling, calendar management, and logistical support.

- Prepare and coordinate correspondence, format reports and other documentation, including meeting agendas and minutes as required.
- Assist in the payment of invoices, purchasing, and report preparation.

Selection criteria

- Degree/qualifications or experience in relevant field. Desirable: background in, or demonstrable understanding of cardiovascular/biomedical research sectors.
- Proven experience in project management, event planning, and administrative support.
- Excellent organisational and multitasking skills, with the ability to prioritise tasks effectively.
- Strong written and verbal communication abilities, with attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with website management tools (WordPress) and social media platforms (Twitter and LinkedIn).
- Ability to work independently and collaboratively within a team.
- Demonstrated ability to be flexible and adaptable in a fast-paced environment, effectively managing changing priorities and rapidly evolving tasks.
- A commitment to the goals of the ACvA, and their proposed strategy for transforming collaborative and impactful cardiovascular research in Australia.

Values

- Collaborative
- Committed
- Dynamic
- Innovative