

**ROLE DESCRIPTION**

| ROLE DETAILS | |
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| Role Title: Program Coordination Officer, Defence Innovation Partnership | Agency: Defence SA |
| Classification: ASO4 | Business Unit: Defence Innovation Partnership |
| Position No: | Location: Level 4, 151 Pirie Street, Adelaide |
| Type of Appointment: 4 year contract (12 months probation) | Date: |

| ROLE DESCRIPTION APPROVAL | ACKNOWLEDGEMENT |
|----------------------------------|------------------------|
| Chief Executive / / | Occupant / / |

| ROLE CONTEXT | |
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| Role Summary: | This position supports the effective delivery of the Defence Innovation Partnership program through a range of project coordination, administrative, financial, and reporting tasks. The role involves coordinating meetings and events, managing documentation and communications, assisting with budget preparation and financial processes, and supporting program monitoring and evaluation. |
| Reporting/ Working Relationships: | <ul style="list-style-type: none"> • Reports to Director, Defence Innovation Partnership (DIP). • Receives work direction from the Director and other members of the Defence Innovation Partnership team. |
| Special Conditions: | <ul style="list-style-type: none"> • Some out-of-hours work may be required to support DIP activities • A current Class C (Car) Drivers' Licence is desirable |

| QUALIFICATIONS / DESIRABLE EXPERIENCE | |
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| Essential | Nil |
| Desirable | Project Management |

| KEY RESPONSIBILITIES AND INDICATIVE OUTCOMES | |
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| Program coordination support to the Defence Innovation Partnership | <ul style="list-style-type: none"> • Undertake discrete projects to contribute to DIP operations, such as: <ul style="list-style-type: none"> ◦ delivering workshops for the R&D community including venue liaison, invitations, speaker and industry engagement ◦ Coordinating visits from international delegations • Contribute to DIP budget management in consultation with Program Operations Manager and Defence SA Finance team and DIP • For DIP funded projects, maintain project tracking and reporting documentation, and track post-funding activities in consultation with DIP Pathways Manager. • Coordination and event management of regular DIP events such as workshops and the Convergence Series sessions. • Proactively monitor and update lists of relevant external funding opportunities available to SA researchers and industry eg. DARPA, Australian Research Council, ASCA. • Monitor the DIP website for updates and currency in consultation with Defence SA Marketing and Communications team. |



CORPORATE RESPONSIBILITIES

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| Administrative support to the Defence Innovation Partnership Team | <ul style="list-style-type: none"> • Secretariat for the DIP Advisory Board and Research Working Group including meeting coordination, preparation of meeting agendas and papers, and preparation of minutes. • Undertake general administrative duties including filing, printing and collating documents, utilising the Objective EDRMS system. • Provide calendar management and meeting coordination support for Director, DIP and other team members. • Arrange and acquit interstate and international travel including bookings and itineraries for travel and accommodation, arranging finance and ensuring credit card access. • Manage team purchasing including preparation of purchase orders, collating receipts and processing invoices using the Basware financial management system. • Arrange venues and catering for team meetings and functions. • Manage the DIP enquiries inbox. • Assist with administrative duties associated with DIP's grants management process including booking consultation meetings and collating/printing grant assessment material. |
| Defence SA | <ul style="list-style-type: none"> • As a member of the broader Defence SA team, provide support to Defence SA if required. |

CAPABILITIES AND EXPECTED BEHAVIOURS

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| Professional and technical knowledge and experience | <ul style="list-style-type: none"> • Experience in project coordination including providing support for project management eg monitoring project milestones, coordinating project team meetings, and proactively updating project documentation. • Experience in administration tasks such as preparing and reconciling invoices and purchase orders, travel expenditure and monthly credit card statements for payment and taking accurate and concise meeting minutes. • Experience in organising travel arrangements, preparing itineraries and accommodation, coordinating arrangements for meetings, conferences and official functions. • Experience in the compilation of information for the preparation of reports, agendas and discussion papers. |
| Achievement Orientation | <ul style="list-style-type: none"> • Strives for excellence in all aspects of work. • Actively works to meet deadlines. • Achieves desired results with enthusiasm and a sense of urgency |
| Communication | <ul style="list-style-type: none"> • Communicates effectively with a wide range of people and expresses ideas clearly and coherently, both verbally and in writing. • Adapts communication style to match the audience and situation. • Demonstrates cultural sensitivity in communication. |
| Work organisation | <ul style="list-style-type: none"> • Sets priorities and allocates time and resources accordingly. • Committed to meeting own and team deadlines. • Demonstrates attention to detail. • Demonstrates resilience when faced with uncertainty or ambiguity. |
| Teamwork | <ul style="list-style-type: none"> • Develops and accomplishes shared goals by taking an active role in the team and contributing ideas, knowledge and expertise. • Exercises tact, tolerance, and humour in team interactions to promote effective working relationships. • Supports team members to achieve goals by sharing workloads. |
| Strategic Focus | <ul style="list-style-type: none"> • Understands an organisation's strategic direction and objectives. |



- You ensure your own personal safety and that of your co-workers and other workers by maintaining awareness, complying with agency Work Health and Safety (WHS) procedures and instructions and obeying reasonable safety instructions issued by Defence SA.
- You uphold the ethical behaviour and professional standards as contained in the *Public Sector Act, 2009* and the *Code of Ethics for the South Australian Public Sector*.
- You utilise resources and information in a responsible and accountable manner and comply with all Defence SA financial, human resources, procurement and other agency policies and procedures.
- You participate in Defence SA's performance review process.
- You maintain accurate and complete records of business activities in accordance with the *State Records Act, 1997*.
- You implement and maintain security in line with whole-of-government and agency policies.
- You respect and are inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds.
- You demonstrate a commitment to supporting a culture of zero tolerance towards violence against women in the workplace and community.