

Who We Are

Bellberry Ltd is a national, independent not-for-profit organisation providing streamlined scientific and ethical review of human research projects across Australia.

We provide quality, timely, and internationally accredited scientific and ethical review of research projects that hold participant wellbeing at its centre and support the advancement of research knowledge through philanthropy and education.

Our Vision

To be the world leader in high quality and independent research ethics reviews and knowledge creation to improve health and wellbeing.

Our Objectives

To protect the welfare of human research participants, and to improve the quality, efficiency, and effectiveness of research.

Our Values

Making a difference

Working together with integrity and respect

Professional and responsive

Future looking and forward thinking

Position: Project Coordinator

Your Team

As the Project Coordinator you will contribute to the activities within Strategic Pillar 4 – that is, Philanthropic Activities to support improvements to the quality, efficiency, and effectiveness of research and to the promotion of participant welfare. Activities will include projects being conducted by CT:IQ as well as internal Bellberry philanthropic projects.

You will report to the Director, Philanthropy and be responsible for the support and coordination of project activities that enhance and contribute to CT:IQ and Bellberry Philanthropic activities.

You will be expected to collaborate with the Pillar 4 Research Officer, as well as to build and maintain strong relationships with internal and external stakeholders, including CT:IQ members, Bellberry Directors and staff, and other third parties.

Position Description
Project Coordinator**Internal**

Your Role

An integral part of our Philanthropic team you will contribute to the Pillar 4 function supporting the delivery of activities including, but not limited to:

- CT:IQ projects
- Fellowships
- Scholarships
- Participant-Centred Philanthropy
- Indigenous Involvement in Research

Bellberry is an organisation that is continually curious and therefore, you will support a culture that seeks continuous improvement. These organisational and management descriptions may therefore change over time as the function evolves.

Your Responsibilities

- Provide a high level of project coordination support services to the Philanthropy team.
- Provide information, advice, and support across a range of project activities and tasks which contributes to the improvement in quality and continuous improvement of the Philanthropy team.
- Provide administrative support for all Pillar activities; including booking online and face-to-face meetings and webinars, preparing agendas minutes, and follow up correspondence.
- Provide administrative support for ongoing projects including electronic record management, task tracking, finance tracking and progress reporting.
- Draft necessary presentation materials for meetings, conference presentations, and webinars.
- Communicate and negotiate under limited direction with internal/external stakeholders on a range of moderately sensitive project issues requiring tact, professionalism, and sensitivity.

Reporting To

Director of Philanthropy

Key Stakeholder Relationships

- CT:IQ members.
- Bellberry Leadership Team.
- HREC Committee Chairs.
- External partners in the Australian Research Community.

Special conditions

- Flexible hours and some after hours as required.
- Some intra and interstate travel.
- Leave must be taken during company nominated shutdown period over Christmas / New Year unless agreed otherwise with CEO.

About You

Your Experience

- Ability to complete projects by coordinating project activities.
- Professional approach demonstrated ability to work with people with a variety of backgrounds and seniority.
- Highly organised and able to keep many tasks on track as well as being able to work with multiple stakeholders.
- Ability to manage multiple tasks across projects with a high level of attention to detail.
- Strong technical skills including advanced MS Suite skills (Excel, PowerPoint, Word, Outlook).
- Excellent communication and stakeholder management skills.
- Experience working in a matrix structure, having contributed to work across functional teams, sharing knowledge, skills, and experience, contributing to the greater good of the organisation.

Your Qualifications

Essential:

- Diploma qualifications in Project Management or other relevant discipline and demonstrated relevant equivalent professional experience within the relevant discipline.

Desirable:

- Recognised industry accreditations and / or certifications.
- Experience in the health and medical research sector.