

Position Description

Position Title: Scientific Programs Officer (Fellowships)

Organisation: Snow Medical Research Foundation

Reports To: Head of Fellowships

Employment Type: Full time, permanent

Location: Woolloomooloo, Sydney (3 days min onsite)

Position Purpose

We are seeking a motivated and organised **Scientific Programs Officer** to support the delivery and continuous improvement of Snow Medical's Fellowship Program and associated scientific initiatives.

This role will assist with program coordination, stakeholder engagement, events, reporting, communications and day-to-day operations. Working closely with the Fellowship Program team, the successful candidate will help ensure an outstanding experience for Snow Fellows, reviewers, advisors and partner organisations.

The position is ideal for someone with a background in science who is interested in research funding, program management and the development of high-impact scientific initiatives. The role offers significant opportunities for learning and professional growth within one of Australia's most innovative biomedical research funding organisations.

Key Responsibilities

Program Operations and Coordination

- Support the day-to-day administration and coordination of Fellowship Program activities.
- Assist with Fellowship application, assessment, reporting and review processes.
- Maintain program records, databases and documentation.
- Support the preparation of program timelines and operational workflows.
- Assist with scheduling meetings and coordinating stakeholder communications.

Stakeholder Support

- Support the Fellowship Research Analyst and act as a key point of contact for Fellows, applicants, reviewers and external stakeholders.
- Assist with coordinating interactions with researchers, institutions and advisors.
- Support the management of reviewer and expert databases.
- Contribute to maintaining positive and productive stakeholder relationships.

Events and Activities

- Assist in the delivery of Fellowship events, workshops, meetings and conferences.
- Coordinate logistics for internal and external program activities.
- Support preparation of event materials and participant communications.

Reporting and Communications

- Assist in preparing reports, presentations, briefing materials and programme updates.
- Support collection and management of programme data and metrics.
- Help maintain program resources, templates and communication materials.
- Contribute to newsletters, websites and other communication activities as required.

Continuous Improvement

- Identify opportunities to improve programme processes and stakeholder experience.
- Contribute to the development of efficient and scalable operational systems.
- Support implementation of new tools, workflows and programme improvements.

General Support

- Provide administrative and operational support across Snow Medical's scientific programs as required.
 - Assist with special projects and new initiatives.
 - Undertake other duties consistent with the role and organisational priorities.
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Selection Criteria

Essential

- Undergraduate degree in biomedical science, health science, life sciences or a related discipline.
- Excellent organisational and administrative skills.
- Strong written and verbal communication skills.
- High attention to detail and ability to manage multiple tasks simultaneously.
- Strong interpersonal skills and ability to work collaboratively.
- Proficiency in Microsoft Office and other common workplace software.
- Demonstrated ability to work independently and proactively.

Desirable

- Honours or Masters degree, or research experience.
 - Experience in project coordination, program administration or research administration.
 - Familiarity with the Australian biomedical research sector.
 - Experience using databases, CRM systems or project management tools.
 - Interest in research funding, philanthropy, innovation or scientific strategy.
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Key Attributes

The Scientific Programs Officer will need to have the following core attributes:

Strong Communication Skills

Excellent oral and written communication skills to effectively communicate with internal and external stakeholders including Board, Investment Committee, team and partners. The ability to articulate Snow Medical's mission, engage with partners and communicate complex ideas clearly and compellingly is essential.

Team Player

Demonstrate teamwork skills with internal and external stakeholders associated with Snow Medical. This includes pitching in when required, providing support to other team members and showing equal respect to your colleagues and other team members. The role will develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by their manager and the Snow Medical team.

Delivery of Service

Ensure the highest quality and responsive delivery of service to the community, members and associates.

Confidentiality

The role requires handling of sensitive information of Snow Medical, members and associates and will not divulge any confidential information to any third party or other employee unless directed to do so by their manager.

Time Management Skills

They will have the responsibility of ensuring that all administration tasks i.e. coding of invoices and document organisation are completed in a timely manner to ensure costs are recorded for the monthly financial statements.

Presentation and Image

The Scientific Programs Officer must be professionally presented and have a clear understanding that they are always representing Snow Medical.

Snow Medical Values

The Scientific Programs Officer will positively follow the Foundation's values to ensure the culture is maintained as a family owned, positive, professional business.

Feedback

The Scientific Programs Officer may participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development and will use this

feedback to understand development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager, and we encourage live feedback at any time you or your manager feel necessary during your employment. It is expected that all staff engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.

Self-Starter

The role requires a level of autonomy in providing support to the Snow Medical team, members and stakeholders and identify priorities without ongoing direction as well as providing support at short notice when required. They will need to understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Software

The role required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook.

Target Safety – Aim High

All Snow Medical employees have a duty to:

- take reasonable care for their own health and safety.
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as they are able, with any reasonable instruction that is given by Snow Medical Research Foundation to allow it to comply with its work, health and safety obligations.
- comply with any reasonable policy or procedure of Snow Medical Research Foundation relating to work health and safety.
- follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

Risk Management

All Snow Medical employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of Snow Medical:

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to your manager and/or Risk Management Committee as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.