

Position Description

Position Title	Project Officer – Occupational Lung Disease (OLD)
Location	Brisbane
Team	Clinical Programs, Research & Innovation
Employment Status	Full-time
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services)
Level	4
Reports to	GM Clinical Programs, Research & Innovation
Direct Reports	Nil
Version	June 2026

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

Our Mission

Healthy lungs for all.

Our Vision

To lead lung health and transform lives through impactful programs, policy, campaigns, and research.

Our Values

Our values underpin everything we do:

- **Trusted:** We are a credible, evidence-based authority in lung health, disease and cancer.
- **Excellence:** We set the standard through expertise, leadership and innovation, striving every day for the highest quality in everything we do.
- **Impact-driven:** We create meaningful, lasting impact in lung health, with a commitment to equity and addressing disparities.

- Collaborative and inclusive: We listen deeply, value lived experience and work together for better outcomes.
- Curious and innovative: We embrace new ideas, challenge the status quo, and remain responsive and adaptable in a changing world.
- Empathetic and fair: We approach our work with care, compassion and fairness, and a deep understanding of those we serve.

Our Strategic Priorities

1. Promote lifelong lung health and prevent disease
2. Advance lung health equity
3. Support people to live well with lung disease
4. Drive life-changing research and innovation

Our Team

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia is an Employer of Choice.

Lung Foundation Australia is embarking on a new corporate strategy following five years of sustained growth in brand, influence, funding, and reach. Our strong performance saw the Lung Foundation Australia named Non-Government Organisation of the Year in 2020 and 2023 and The Voice Projects Best Place to Work in 2020, 2021, 2023, 2024 and 2025. Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report <https://lungfoundation.com.au/about/annual-reports/>

We operate from three offices: Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace.

As our impact grows with increased government and community funding so does our team and our army of volunteer supporters. Over the next five years, Lung Foundation Australia is anticipated to increase its headcount by 100%+ as new offices are opened, and new projects are commenced.

OUR TEAM

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia aspires to be an Employer of Choice. Lung Foundation Australia is entering a period of accelerated growth consolidating three years of strong performance which saw the Foundation named Non-Government Organisation of the Year in 2020 and The Voice Projects Best Place to Work over the last three years.

Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report <https://lungfoundation.com.au/about/annual-reports/>

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SECTION 2

PURPOSE OF THIS ROLE

The Project Officer– Occupational Lung Disease (OLD) supports the broader organisational OLD program, including funded and sponsored initiatives, by assisting with the coordination and delivery of activities. The position supports the implementation and reporting of deliverables for the Australian Government Department of Health and Aged Care's Occupational Lung Disease grant (2022–2028) and other funded initiatives within the OLD program portfolio while contributing to other program priorities. Working within established frameworks and under the guidance of the General Manager – Clinical Programs, Research & Innovation, the role assists to ensure activities outlined in approved workplans are delivered on time, within budget, and to a high standard.

The Project Officer undertakes work within established program frameworks, policies and procedures.

SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)

Qualifications

Qualifications in public health, allied health, science, education or a related field.

Experience

- Experience working in or extensive knowledge of the health and/or community sector.
- Demonstrated experience Supporting the coordination and implementation of community health and education projects or programs.
- Experience in program reporting and evaluation
- Demonstrated ability to establish and maintain effective stakeholder relationships.
- Experience in the not-for-profit sector
- Ability to work autonomously.
- Ability to effectively manage multiple workplans and priorities simultaneously.

Knowledge and Skills

To be successful in this role, you will need to have:

- Experience supporting projects and coordinating activities to achieve agreed outcomes.
- Outstanding communication skills, both written and oral, with the ability to communicate effectively to a range of different audiences.
- Excellent interpersonal and communication skills, with the ability to build relationships across a diverse range of stakeholders.

- Proven ability to work autonomously, collaboratively and cross-functionally across teams.
- Proven ability to prioritise multiple tasks and respond to changing priorities and short deadlines.
- High-level organizational skills, including attention to detail.
- Experience in Microsoft Office 365 program
- Knowledge of Salesforce data base software is advantageous but not essential.
- Understanding, or ability to rapidly acquire knowledge of, occupational lung diseases, including an understanding of how it applies to work health and safety legislation.
- Ability to travel interstate to other office locations as required.

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

Key Areas of Responsibility	Performance Outcomes
OLD Program management	<ul style="list-style-type: none"> • Deliver program activities in line with approved workplans and organisational priorities under the direction of the GM – Clinical Programs, Research & Innovation • Support the monitoring and evaluation of activities to assess effectiveness of the OLD program. • Contribute to draft reports to funders and internal stakeholders as per contractual requirements.
Finance management	<ul style="list-style-type: none"> • monitor project expenditure and maintain budget records.
Knowledge translation & resource development	<ul style="list-style-type: none"> • Research, co-design, development and evaluation of resources to improve knowledge of occupational hazards that affect the lungs and to promote safe workplaces. You will also be required to develop resources for people affected by these diseases, in consultation with our Clinical Lead, Respiratory Care Nurses & Allied Health (Telehealth), Respiratory Care Nurses, and Social Worker. • Support the delivery of awareness campaigns by coordinating project activities, stakeholder engagement and reporting requirements. • Support the delivery of the National Silicosis Prevention and Awareness Campaign by coordinating activities with the creative agency, monitoring progress against agreed timelines and escalating issues as required.

Stakeholder management	<ul style="list-style-type: none"> • Support the maintenance of relationships with internal and external stakeholders, including government representatives, working groups and project consultants. • Work collaboratively with external stakeholders to achieve shared objectives. • Evidence of consultation and engagement in the program management and delivery of activities. • Sustainable, meaningful and impactful multi-year relationships are developed and maintained. • Attend conferences, seminars and stakeholder meetings as required to support program activities.
Project management	<ul style="list-style-type: none"> • With general guidance from the GM Clinical Programs Research & Innovation, assist with the implementation of project and activity plans , including maintaining schedules and tracking progress against agreed milestones. • Support the delivery of project and activity plans aligned with agreed policy agenda, including developing schedules and estimating activities, resources and activity durations. • Program activities are effectively monitored, evaluated and data recorded on effectiveness of programs. • Reports are delivered to funders as per contract requirements. • Program activities are evaluated based on data received and improvements are planned for.
Support Services	<ul style="list-style-type: none"> • In collaboration with the Clinical Lead, Respiratory Care Nurses & Allied Health (Telehealth), provide administrative and project support to activities associated with nurse, social work and peer support services.
Deliver Awareness and Education Campaigns	<ul style="list-style-type: none"> • In collaboration with the General Manager, Marketing and Communications, deliver an expansion of the 2023 National Silicosis Prevention and Awareness Campaign.
Continuous quality monitoring and improvement	<ul style="list-style-type: none"> • Evidence of close monitoring of project activities and outcomes to improve quality of services and increase impact. • Timely communication regarding any issues of concern to the GM Clinical Programs Research & Innovation and implementation of risk mitigation strategies as per project plan.
Team contribution and effectiveness	<ul style="list-style-type: none"> • Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation Australia values.

	<ul style="list-style-type: none"> • Work in a consultative manner with the senior leadership team and in collaboration with broader team to achieve goals. • Work synergistically within and across teams of Lung Foundation Australia. • Regular cross-organisation communication of program activity. • Participation in Lung Foundation Australia events and meetings as required. • Compliance with Lung Foundation Australia values, policies, procedures and statutory obligations.
Workplace Health & Safety (WHS)	<ul style="list-style-type: none"> • Compliance with legislative and Lung Foundation Australia WHS Policy. • Ensure a safe working environment for self and others, including when working from home.

SECTION 3

REPORTING RELATIONSHIPS

This position reports to the GM Clinical Programs, Research & Innovation

EXTERNAL RELATIONSHIPS

The Project Officer works with a variety of internal and external stakeholders to deliver projects and activities.

These include:

- Workers and their families
- Small and large business enterprises across a range of sectors
- Unions and Employer Groups
- Government and non-government agencies

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the GM Clinical Programs Research & Innovation.

SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

(Employee name)

Date