

## Position Overview

<b>JOB TITLE</b>	Collaborations System Officer
<b>LOCATION</b>	Perth
<b>CATEGORY</b>	Management > Systems and Processes
<b>COMMITMENT</b>	50% part time

### Job Summary

The Collaboration System Officer will develop and deploy the AROSE Collaboration Management System (CMS) and will be responsible for managing all associated processes and uses of the system in operations and projects.

### Tasks and Responsibilities:

- Plan, design, create, implement, manage and improve the AROSE CMS and its associated processes.
- Develop the AROSE management plan, or 'Source Code' for publication to provide internal assurance and information to AROSE users; and provide external confidence to AROSE stakeholders that AROSE is effectively managed.
- Procure the ICT System and manage its implementation. Develop the AROSE CMS processes into the ICT system for all AROSE People to use in operations and projects.
- Develop templates, forms and other necessary material to capture AROSE organisational knowledge and realise value.
- Manage the implementation of the CMS with the leadership team and improve it based on the measured performance of AROSE objectives.
- Perform independent audits, assessments and reviews on AROSE systems, processes and tools, with the aim to identify improvements.
- Advise on codes and standards, regulatory compliance, and requirement conformance.

### Qualifications and Experience:

- Experience in creating management systems and processes in an innovation context.
- Experience in leading audits and system reviews.
- Experience working with and advising on management system conformance to international standards.
- Exceptional written and verbal communication skills.
- Demonstrable stakeholder management and active relationship building to integrate systems and processes to meet business needs.
- Management tertiary degrees are desired.
- Experience working with consortiums is desired.
- Experience working in both operational and project environments is desired.