

Project Officer – ISC RFP-AP

Department/team:	International Science Council Regional Focal Point for Asia and the Pacific
Reports to:	Director, International Science Council Regional Focal Point for Asia and the Pacific
Role status:	Two-year fixed-term contract
Role type:	Part time 0.8 FTE
Location:	Canberra
Salary classification:	Level 5

About us

The Australian Academy of Science

The Academy is a national learned academy of distinguished Australian scientists, championing science for the benefit of all. The Academy is an independent, non-government, not-for-profit organisation delivering sought-after science advice that influences Australia's actions and contributes to global science.

The Academy strives to advance Australia as a nation that embraces scientific knowledge and whose people enjoy the benefits of science.

The Academy's offices are located in Canberra in the ACT, operating out of two iconic heritage-listed buildings, the Shine Dome and Ian Potter House in the centre of the city.

We acknowledge and pay respect to the Traditional Owners of the lands on which the Academy Fellows and employees live and work, and to their elders, past and present.

The International Science Council (ISC)

The ISC is an international NGO with a mission to act as the global voice for science to promote science as a global public good. The ISC works at the global level to catalyse and convene scientific expertise, advice, and influence on issues of major concern to both science and society.

The ISC has a unique global membership that brings together more than 220 diverse organisations from all fields of science across all regions of the world. It is the largest international non-government science organisation of its kind.

The Regional Focal Point (RFP-AP)

The ISC's Asia-Pacific team, known as the Regional Focal Point (RFP), is based at the Australian Academy of Science. It works to ensure that regional needs and priorities are adequately represented in the ISC's global agenda, that regional voices are actively engaged in ISC governance, and that the region benefits from the results of that work.

The Project Officer position is based in Australia.

Our culture

The Academy reflects organisational values that earn and sustain trust. The Academy is independent, non-partisan and ethical; acts with integrity, honesty, and transparency; supports diversity and inclusion and is respectful of sources of knowledge, such as those of First Nations people.

We offer a safe, flexible and inclusive work environment and strive to create an environment that connects, respects and values staff, investing in them to nurture and develop them as professionals.

The position

The Project Officer provides essential operational and project support to the ISC RFP-AP secretariat. The role supports the Director and the secretariat team to deliver programs, events, and engagement activities that strengthen participation of Asia–Pacific scientists in ISC initiatives.

Duties and responsibilities

Reporting to the Director, International Science Council Regional Focal Point for Asia and the Pacific:

- Providing logistical and operational support to the Director and the ISC RFP-AP team.
- Supporting and promoting engagement of regional scientists with ISC programs and calls to action.
- Managing engagement with ISC regional members and stakeholders.
- Preparing and supporting events, meetings, and related activities.
- Contributing to reporting and coordination across the ISC RFP-AP portfolio.
- Managing specific, medium-scale projects including grants and research projects.
- Collation of reports, briefings and other synthesis of complex information.
- Undertaking other duties as required.

The position is for a 0.8 FTE appointment. This is a two-year fixed-term contract.

Key requirements

Qualifications and experience

- Qualification in project management or equivalent relevant experience.
- Demonstrated experience supporting a complex portfolio of projects or programs.
- Experience developing and maintaining relationships with internal and external stakeholders.
- Experience coordinating stakeholder engagement, consultations, or collaborative activities.
- Experience preparing reports and written documentation.
- Experience working in the Australian or international science ecosystem an advantage.

Technical skills

- Proficiency with program management tools, including budget and financial reporting. High-level skills in, or ability to rapidly develop proficiency with, platforms such as Salesforce, Jira, and SharePoint.
- Strong organisational, administrative, and coordination skills.
- Ability to manage multiple tasks and competing deadlines efficiently.

Communication and cultural competence

- Well-developed oral and written communication skills.
- Experience interacting professionally with a diverse range of domestic and international stakeholders.
- Experience supporting engagement across research, science, or adjacent sectors an advantage.

Relationship management and teamwork

- Demonstrated ability to work collaboratively within a team environment.
- Capacity to support positive and productive working relationships with colleagues and stakeholders.
- Commitment to open, constructive communication and teamwork.

Strategic and leadership skills

- Ability to manage complex projects and support governance of collaborative networks.
- Ability to self-manage and prioritise effectively in a fast-paced environment.
- Capacity to identify risks and emerging opportunities.
- Commitment to diversity, workplace participation, health and safety, and equity principles.
- Strong organisational skills, with the ability to work autonomously while supporting collective goals.