

SENIOR PROJECT OFFICER EDUCATION AND CAPABILITY

- 12-month parental leave cover
- Based in Brisbane, Melbourne or Sydney
- Flexible working conditions
- Salary \$99,567 plus 12% superannuation
- Applications close at 11.59pm AEST Sunday 6 September 2026

ABOUT THE POSITION

Natural Hazards Research Australia is seeking a highly organised and proactive Senior Project Officer to deliver our Education and Capability program.

This role is responsible for shaping and driving NHRA's education and capability initiatives and programs, including scholarships, internships, Higher Degree Research (HDR), and Early Career Research (ECR). The position plays a crucial role in progressing and continuing professional development offerings within the natural hazards management sector and higher degree institutions to translate research through building the skills and expertise of practitioners and researchers.

This position demands a combination of skills which include strategic planning, program management and the ability to communicate at different levels internally and to a range of diverse stakeholders and networks.

Located in one of our nodes in either Brisbane, Melbourne or Sydney, with flexible working conditions offered, the successful candidate will be employed in this parental leave position for 12 months.

ABOUT US

Natural Hazards Research Australia is Australia's national centre for natural hazard resilience and disaster risk reduction. We address the major challenges arising from natural hazards, including bushfires, floods, cyclones, heatwaves, storms and other hazards. We undertake research that promotes resilience to the impacts of natural hazards and reduces disaster risk, supporting the needs of a variety of critical stakeholders – including emergency service agencies and communities – in mitigating impacts of, responding to and recovering from disasters caused by natural hazards.

Natural Hazards Research Australia is an Equal Opportunity Employer and is committed to an equitable, diverse and socially inclusive work environment. We actively encourage applicants with Aboriginal and Torres Strait Islander heritage, people with family caring responsibilities,

people living with disability, LGBTIQ+ people and people from culturally diverse backgrounds to apply for this opportunity.

SELECTION CRITERIA

Education

- University degree, preferably in an area relevant to natural hazards, education and capability or business management, or equivalent work experience.

Specific knowledge and experience required

- Proven experience in program management and coordination with an ability to work collaboratively with a range of stakeholders.
- Well-developed communication and interpersonal skills, together with the ability to liaise effectively with a mature, friendly and confident personal style, and build and maintain strong and effective relationships with a diverse group of stakeholders.
- Proven competence in managing opportunities to translate research outputs into practical applications through education, capability and professional development programs.
- Detailed knowledge and an understanding of higher degree research and scholarship programs within universities and research organisations.
- High level of initiative and self-motivation, with the capacity to work both independently and as part of a team.

Desirable knowledge and experience

- At least two years' experience in a similar, or related role.
- Knowledge of the workings of government, industry, universities or research organisations.
- More information is available in the attached position description.

APPLICATION PROCESS

Applications close at 11.59pm AEST Sunday 6 September 2026.

Applications must include a CV and a cover letter introducing yourself, explaining your interest in the role and addressing the key selection criteria to office@naturalhazards.com.au

For more information contact Sarah Mizzi on sarah.mizzi@naturalhazards.com.au.

Employment may be subject to the successful completion of a security screening process.

To be considered you must have the right to work in Australia.

POSITION DESCRIPTION

ORGANISATION:

Natural Hazards Research Australia

POSITION:

Senior Project Officer Education and Capability
(parental leave cover)

LOCATION:

Brisbane, Melbourne or Sydney

REPORTS TO:

Partnership Development Director

CONTEXT

Natural Hazards Research Australia (the Centre) focuses on outcomes that will:

- Protect human life and minimise harm and suffering – towards zero preventable deaths.
- Contribute to well-prepared and resilient communities that are better informed of the risks associated with natural hazard exposure, are informed about strategies for mitigating the impacts from natural hazards and are able to make informed decisions if faced with a potential disaster.
- Translate research into action, maximising translation and implementation of research outcomes.

In delivering the strategy, the Centre will build Australian capability through:

- Strengthening relevant research capabilities.
- Supporting the development of sustainable research and its translation capabilities within research provider and end-user organisations.
- Strengthening and expanding the appropriate knowledge networks.

The Centre focuses on natural hazard resilience and disaster risk reduction to support the needs of a variety of critical stakeholders – including disaster resilience agencies and communities – in preparing for, responding to and recovering from disasters caused by natural hazards.

The Centre involves a large number of participants drawn from government, private and not-for-profit sectors across Australia. The Centre has a strong focus on delivery of useable outputs to enhance the safety, resilience and sustainability of communities.

CENTRE VALUES

Respect – We value every voice and treat all people with dignity, courtesy and professionally.

Excellence – We commit to leading rigorous evidence-informed outcomes for purposeful impact.

Independent – We maintain autonomy in our research and decision-making for public value.

Innovative – We explore new approaches to provide creative solutions to complex issues.

Collaborative – We enable knowledge sharing and foster connections for mutual goals.

Integrity – We are honest and uphold the highest ethical standards in everything we do.

PURPOSE OF THE POSITION

The Senior Project Officer Education and Capability is a crucial role at Natural Hazards Research Australia dedicated to shaping and driving the Centre's education and capability initiatives. This position involves managing the Centre's Higher Degree Research (HDR), Early Career Research (ECR), internship and fellowship programs. The position also plays a crucial role in progressing the Centre's continuing professional development offerings within the natural hazards management sector and higher degree institutions to translate research through building the skills and expertise of practitioners and researchers.

The Senior Project Officer Education and Capability engages with and supports various Centre stakeholder networks and communities of practice including universities, research institutes, end-user practitioners and sector organisations, as well as overseeing the administration of the Centre's Education and Capability Committee.

The Senior Project Officer Education and Capability demands a blend of skills which includes strategic planning, program management and the ability to communicate at different levels within the Centre and to a range of diverse Centre stakeholders and networks.

Please note, this role is for a 12-month parental leave position.

KEY RESPONSIBILITIES

The Senior Project Officer Education and Capability is accountable for:

EDUCATION AND CAPABILITY PROGRAMS

- Deliver the Centre's education and capability programs including scholarships, internships, Higher Degree Research (HDR) and Early Career Research (ECR) candidate engagement and activities, Fellowship programs and education and capability events, as well as continuing professional development opportunities.
- Develop strategies for effective education and capability program management and its continuous improvement that harmonise with the higher education and natural hazards management sectors.
- Collaborate with stakeholders to enrich HDR, ECR and professional development programs.
- Coordinate processes in collaboration with Centre staff to select scholarship and fellowship candidates and to ensure efficient and effective contracting and overall program monitoring.
- Coordinate processes to progress continuing professional development opportunities within the higher education and natural hazards management sectors.

SUPPORT RESEARCH NETWORKS

- Assist in the establishment of new research networks, providing a community of individuals to share and explore areas of common interest.
- Provide guidance, liaison and support to research networks.

STUDENT ACTIVITIES SUPPORT

- Work closely with the Centre's HDR and ECR candidates to understand and support their needs in order to supplement their higher education experience and ground their research within the Centre's mission, aims, objectives and research programs.

- Structure, coordinate and supervise HDR and ECR-focused activities and initiatives, including facilitating research candidate engagement with these activities and initiatives as they relate to the Centre's research direction.
- Foster a supportive environment for research candidate learning and development that is supplementary to the learning and development offered within university and research institute specific programs.

RESEARCH ADOPTION AND TRANSLATION

- Identify, structure and manage opportunities to translate and adopt research outputs through the development of education and capability programs which supplement and support those already available in higher education, research and natural hazards management organisations.
- Work with Centre research program management to develop these opportunities for utilisation in the wider research ecosystem.

MONITORING AND EVALUATION

- Monitor and report on education, capability and continuing professional development activities.
- Identify and implement metrics and case studies for the evaluation of the education, capability and professional development portfolios.

OTHER DUTIES

- Other duties as reasonably requested by management.

KEY RELATIONSHIPS

INTERNAL:

All Centre Staff

EXTERNAL:

- Research providers and researchers
 - End-users
 - University research offices
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SELECTION CRITERIA

EDUCATION:

- University degree, preferably in area relevant to natural hazards, education and capability or business management, or equivalent work experience.

SPECIFIC KNOWLEDGE AND EXPERIENCE REQUIRED:

- Proven experience in program management and coordination with an ability to work collaboratively with a range of stakeholders.
- Well-developed communication and interpersonal skills, together with the ability to liaise effectively with a mature, friendly and confident personal style, and build and maintain strong and effective relationships with a diverse group of stakeholders.
- Proven competence in managing opportunities to translate research outputs into practical applications through education, capability and professional development programs.
- Detailed knowledge and an understanding of higher degree research and scholarship programs within universities and research organisations.
- High level of initiative and self-motivation, with the capacity to work both independently and as part of a team.

DESIRABLE KNOWLEDGE AND/OR EXPERIENCE REQUIRED:

- At least four years' experience in a similar, or related role.
 - Knowledge of the workings of government, industry, universities or research organisations.
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