



POSITION DESCRIPTION

Position:	6135 Communications and Project Officer
Work Area:	Academic Support Unit (ASU)
Classification:	Level 6
Supervisor:	Director, Academic Support Unit
Incumbent:	Vacant

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF THE ACADEMIC SUPPORT UNIT (ASU)

The Academic Support Unit (ASU) provides complex academic support services across all UniSC locations including work integrated learning, technical operations, school operational support and school accreditation support. The ASU provides expertise and support for innovative teaching, research excellence and outstanding learning experiences for students, ensuring these core activities meet legislative and governance requirements, and contribute to the effective and efficient operation of the schools.



PRIMARY OBJECTIVES OF THE POSITION

1. Design, develop and implement staff communications and allocated projects, while engaging with key stakeholders across ASU and UniSC to achieve ASU's objectives.
2. Deliver staff communication to support strategic priorities and initiatives, ensuring the messaging promotes behaviour in line with the University and ASU values.
3. Create and maintain comprehensive project documentation, plans and reports, ensuring standards and requirements are met throughout the project lifecycle.
4. Create an outstanding customer experience in line with the imperatives of the University strategic plan.
5. Be an effective member of and facilitate a high-performing culture within ASU, modelling a whole of ASU approach to all activities.

NATURE AND SCOPE OF POSITION

Under the broad direction of the Director, Academic Support Unit, and working collaboratively with staff from within the ASU and other UniSC portfolios, the Communications and Project Officer (CPO) will provide communications and project management support across several ASU domains. This includes: assisting with the delivery of internal communication strategies and strategic projects; producing and editing content and materials; coordinating activities to support staff engagement with ASU's priorities across a range of channels; and managing allocated projects to support the advancement of business requirements, process improvements, adherence to governance, and risk and compliance management.

KEY ACCOUNTABILITIES OF THE POSITION

1. Develop and deliver effective internal and external communication strategies to support the delivery of ASU's objectives and improve the awareness of ASU activities to key stakeholders.
2. Write lead content for and coordinate the production of ASU's communication activities, including development of presentations, maintaining intranet sites, delivery of the My UniSC ASU Digest e-newsletter and other internal communication channels and news items.
3. Project manage allocated projects, considering stakeholder engagement across ASU and UniSC, delivery timeframes and resource allocation to achieve fit for purpose outcomes.
4. Support the Director, ASU to coordinate a program of work that will advance ASU's strategic direction, business requirements, mission and values, including project governance support, workshop design, preparing and collating papers, reports and plans, taking minutes and actions to ensure project progress and risk and compliance management.
5. Create and maintain comprehensive project documentation including project plans, work schedules, and progress reports across a range of projects consisting of, but not limited to systems, business process change, compliance and communication initiatives.
6. Enhance processes using a continuous improvement and best practice ethos, promoting efficiencies, team synergies and quality service delivery.
7. Coordinate, advertise and communicate monthly training sessions, professional development and strategic planning sessions, identifying appropriate guest speakers and activities.
8. Provide support to the Director and ASU Leadership Team in the effective management and administration of the ASU, as required.



KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Completion of a degree in communication, business or equivalent, combined with at least 4 years subsequent relevant experience, or an equivalent experience and/or education/training in the industry.
2. Sound knowledge of and demonstrated experience in communication, contemporary project management, and administration principles within a large, complex organisation.
3. Strong interpersonal, verbal and written skills, including demonstrated ability to write with clarity and precision.
4. High level of organisational skills including excellent time management, the ability to plan, prioritise, meet deadlines, multi-task and manage changing priorities of high volumes of work.
5. A high degree of skill using Microsoft 365 suite, including demonstrated experience working and establishing effective SharePoint sites.
6. Knowledge of or experience in the Australian higher education sector is desirable, but not essential.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.