Position Description

Title: Project Coordinator

HEW Level: Level 6

Faculty/Office: Faculty of Arts

Position Number: TBA

Department/Team: Faculty Office

Date: updated November 2017

Position Purpose: To coordinate and support projects and activities that promote initiatives and relationships of the Big History Institute.

ORGANISATIONAL CONTEXT

The Faculty of Arts offers diverse programs in many disciplines across the Humanities, Social Sciences and Creative Arts, and provides many unique opportunities for cross-disciplinary studies.

The Big History Institute (BHI) has been established to position Big History as a signature initiative of Macquarie University nationally and internationally. The Institute works to establish Big History as an integrated and priority activity across Macquarie University.

The objectives of the Institute include:

- Ensuring a coordinated and integrated approach to Big History across Macquarie University through collaboration, cooperation and inclusion
- Facilitating and leveraging the research, teaching, and outreach efforts of the Big History Institute to foster valuable relationships with collaborators, partners, and members
- To ensure that Big History School is a quality school resource for schools in Australia and Internationally.
- To ensure that Macquarie’s Big History MOOCs and Specializations are maintained and promoted globally, and advance Macquarie recruitment objectives
- To position Big History as a key ‘case for support’ as part of Macquarie’s philanthropic future
- To be the leading global hub for scholars, educators, students, and partners across all sectors.

ORGANISATION CHART

[Diagram of organizational chart]
### KEY ACCOUNTABILITIES

- In consultation with the Executive Director, and Education Leader of the BHI, coordinate the activities and implementation of projects conducted within the remit of the BHI.
- In consultation with the Education Leader and Executive Director, maintain the BHI website, and develop written content for the BHI newsletter "Threshold 9".
- Support the maintenance and further development of the Macquarie Big History School website, and support the Education Leader in version management, and content optimisation for jurisdiction and curriculum specific versions.
- In consultation with BHI staff and academics, curate material for the BHI twitter account, and leverage BHI social media in online course offerings.
- Develop written and visual content for BHI website and other online and digital applications to meet project outcomes.
- Collate and analyse relevant data and information and prepare reports to inform decision making, including information drawn from BHI websites and servers to understand and manage users and pedagogical evaluation measures.
- Conduct secondary research to identify opportunities to further the research, educational, outreach, and philanthropic objectives of the BHI.
- Support the development and preparation of documentation and applications for external grants to secure funding for the BHI or its specific projects.
- Develop and implement events for the BHI, ensuring stakeholder requirements, agreed timeframes and budget are met.
- Provide administrative support for the BHI and its activities.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for the incumbent’s level of competence.

### POSITION CONTEXT

**Reports to:** Executive Director

**Positions Reporting to:**
- Direct: nil
- Indirect: nil

**Key Direct Clients:**
- External Members of the BHI – Academic, Associate, Student, Public
- External Partners and Collaborators of the BHI
- Educational authorities/organisations
- Teachers
- Partners of the BHI
- Academic, Associate, Public, and Student Members of the BHI

**Other Key Relationships:**
- Executive Director, Big History Institute
- Education Leader, Big History Institute
- Executive Dean, Faculty of Arts
- Head of Department, MHPIR
- Internal and External project team members
- MQ and Faculty Marketing
- Academic and professional staff
- Teachers
- Partners of the BHI
- Government Organisations, NGOs, Industry
- Universities and research institutes
- External vendors and suppliers

**Budget Accountability:** N/A

**Role-specific Conditions:** N/A

**Scope and autonomy**
Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed.

**Problem solving**
Regularly identifies designs, develops and implements improvements to work procedures, practices, systems and/or techniques.
# CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Change Focus</strong>: Adapting to new situations and dealing with change.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Communication</strong>: Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Assertiveness</strong>: Being willing to openly express ideas and opinions and justify these when questioned.</td>
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<td><strong>Improvement Focus</strong>: Finding better ways of completing tasks or solving problems.</td>
<td><strong>Initiative</strong>: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<td><strong>Organisational Agility</strong>: Navigating the University’s systems and structures to achieve objectives.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree and/or equivalent experience in Arts, Business, or Science or related discipline.
- Understanding of teaching and/or research methodologies, or pedagogical design.
- Computer skills including Microsoft Office, in particular Microsoft Excel, publishing software e.g. InDesign
- Understanding of Content Management Systems, in particular, WordPress
- Understanding of Customer Relationship Management Systems, ideally Salesforce.

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Working with digital and web technologies including content management and social media.
- Working with CRM systems, and exposure to data analysis software.
- Strong writing and communication competencies.
- Experience in education sector is highly regarded.
- Coordinating projects and plans.
- Building and managing relationships

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the faculty and University’s functions and structure.
- Knowledge of the faculty and University’s policies, systems, processes and procedures.
- Knowledge of what other areas of the University do and how they interact with the faculty/office.
- Understanding the local and global market/context in which the University operates.
- Understanding of Big History.
- Understanding of data analysis software, in particular Tableau.