Position Description

**Title:** Project Officer  
**HEW Level:** HEW 6

**Faculty/Office:** Office of the Vice-President University Services and Strategy  
**Position Number:** New

**Department/Team:** Vice-President University Services and Strategy  
**Date:** February 2019

**Position Purpose:** To provide support for the monitoring, reporting and implementation of strategic initiatives and projects in the University Services and Strategy portfolio.

**ORGANISATIONAL CONTEXT**

The Vice-President University Services and Strategy (V-P US&S) provides executive leadership of the University Services and Strategy portfolio and oversees the coordination and execution of a range of University-wide initiatives.

University Services and Strategy is a broad portfolio encompassing various professional and business services of the Macquarie University group. Reporting into this portfolio are:

- Property
- Information Technology
- Strategic Planning & Information
- Risk and Assurance
- Sustainability
- U@MQ and Campus Life
- MGSM Hospitality
- Access Macquarie

The V-P US&S is a key adviser to the Vice-Chancellor on strategic and operational matters. In partnership with other Executive colleagues, the V-P US&S shares responsibility for the leadership and success of the University as a whole.
### KEY ACCOUNTABILITIES

- Under the direction of the V-P US&S and Executive Manager contribute to the review and implementation of strategic initiatives and projects in the University Services and Strategy portfolio.
- Assist with monitoring project progress, identifying and escalating risks and issues to the Executive Manager to achieve project milestones and outcomes.
- Research and critically evaluate literature, developing relevant content for communication about portfolio initiatives and projects to inform and engage stakeholder interest and understanding.
- Under the direction of the Executive Manager:
  - o Review and critically evaluate policies and procedures of the V-P US&S portfolio to ensure they meet University requirements.
  - o Contribute to the evaluation and reporting of achievement against project objectives, strategic objectives and risk identification management making recommendations for future improvements.
- Assist in the preparation of internal documents such as briefing papers and reports.
- Assist with building, and managing relationships with key internal and external stakeholders.
- Assist with queries escalated to the Executive Manager and resolve or delegate as required.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Executive Manager</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: nil</td>
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<tr>
<td>Indirect: nil</td>
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| Key Direct Clients: | • Office of the Vice-Chancellor  
|                     | • Heads of Office within the V-P US&S portfolio  
|                     | • Faculties and Offices  
|                     | • External stakeholders |

| Other Key Relationships: | • Direct reports to Heads of Office within the VP USS portfolio  
|                         | • Project Officers assigned to Executive Group offices |

| Budget Accountability: | nil |

| Role-specific Conditions: | nil |

| Scope and autonomy | Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures. |

| Problem solving | Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action. |
## CAPABILITY FRAMEWORK

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

<table>
<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>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication</strong>: Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</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>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Improvement Focus</strong>: Finding better ways of completing tasks or solving problems.</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.

- A degree in a relevant discipline and experience and/or equivalent qualifications and experience.
- Experience with project management methodology
- Advanced written and communication skills
- Strong skills in Microsoft Office suite
- Understanding of governance, policy and procedural frameworks.

### 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 Vice-President University Services and Strategy portfolio’s functions and structure
- Knowledge of how other areas of the University operate and how they interact with the University Services and Strategy portfolio.
- Understanding the external market/context within which the University operates.

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

- Coordinating multiple projects while working to competing deadlines
- Researching and critically evaluating literature relevant to projects
- Collecting and analysing data and producing reports
- Identifying and establishing processes and systems.
- Building and managing relationships with key stakeholders
- Working in the higher education/university sector.