Position Description

Title: Project Coordinator (Access MQ)  
HEW Level: HEW 8

Faculty/Office: Deputy Vice-Chancellor (Research) Portfolio  
Position Number: 

Department/Team: Research Services  
Date: October 2019

Position Purpose: To provide an efficient service to both internal and external clients of Access Macquarie Limited. This role will primarily focus on management and coordination of major projects and all aspects of project compliance.

ORGANISATIONAL CONTEXT

The Deputy Vice-Chancellor (Research) [DVCR] is responsible for the development and strategic enhancement of Macquarie University’s research, research training, and innovation profile as well as the creation, support and advancement of local, national and international research collaborations and partnerships. The portfolio of the DVCR drives the research and research related strategy of the University. The portfolio spans a diverse, though intersecting, range of activities across the institution and is responsible for all aspects of the University’s research operations, including the management and delivery of higher degree research degrees, internal and external grant schemes, research collaboration agreements, commercialisation and intellectual property agreements, and all other research related matters. The DVCR portfolio actively collaborates across all areas of the institution, including teaching and learning, marketing, corporate engagement and international portfolios.

The DVCR portfolio also manages day-to-day activities relating to the DVCR remit and provides strategic advice on matters concerning research including research partnerships, internal and external grant schemes, research related contracts and domestic and international research related partnerships and contracts. The DVCR portfolio is absorbing research-related activities previously managed by Access Macquarie Limited (AccessMQ). AccessMQ is a controlled entity that is being re-integrated into the University and manages the business and support services for contract research and research consultancy at the University.

ORGANISATIONAL CHART

Manager, Pre Award

Research Partnership Managers (x3)  
Access MQ Project Coordinator  
Research Development Manager (x2)  
Research Proposals Leader  
Research Proposals Officer  
Research Proposals Officer  
Research Proposals Officer

Access MQ Administration Officer
### KEY ACCOUNTABILITIES

- Contribute strategic input, coordination and project management support to AccessMQ (AMQ) and the PVC Research Innovation [PVCRI] to aid their contribution to the development and oversight of the implementation of strategies established by the Research Framework (2015 – 2024);
- Scope, plan, manage and evaluate projects, initiatives and events for AccessMQ and the PVCRI (RI).
- Coordinate and manage AMQ project portfolios from inception to completion including tender, bid submissions, contracts (including suppliers, consultants and project staff), approvals.
- Manage the forecasting, analysis and reporting: tracking of milestones and expenses ensuring that AMQ projects are delivered according to their contract.
- Provide stakeholders with monthly account summary reports.
- Manage work progress with colleagues via Trello or other productivity/project management tool.
- Coordinate related internal funding schemes aligned with AMQ-related business.
- Manage all aspects of AMQ project compliance (internal & external audit compliance – Risk, Financial, OH&S, QA) and provide guidance on project compliance audits.
- Maintain and ensure internal processes and procedures are in compliance with the Quality Assurance standards
- Develop and document strategies, guidelines, policies, and processes for AccessMQ and communicate these to internal stakeholders with the aim of embedding them as part of standard practice.
- Manage all aspects of AMQ project reporting to the University, including but not limited to submission of HERDC reports.
- Build and manage relationships and work in collaboration with key stakeholders and staff to deliver project outcomes.
- Collect, coordinate and analyse relevant data and information to inform decision making for AMQ and PVCRI(RI).
- 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: | Manager, Pre-award |
| Positions Reporting to: | Direct: Administrative Officer (Access Macquarie) |
| | Indirect: nil |
| Key Direct Clients: | • DVCR |
| | • AccessMQ clients |
| | • Research Office |
| Other Key Relationships: | • Higher Degree Research Office |
| | • Dean, Higher Degree Research |
| | • Office of Commercialisation |
| | • Animal Facilities |
| | • Executive Deans |
| | • Key Faculty staff |
| Budget Accountability: | • Nil |
| Role-specific Conditions: | • N/A |
| Scope and autonomy | Develops and/or modifies established systems, procedures, policies or relates precedent to new situations. |
| Problem solving | Draws on own knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs. |
## 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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<tr>
<th>COMPETENCIES</th>
<th>Attributes</th>
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<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>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</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>Initiative</strong>: Taking action, on own accord, to address problems and prevent them from reoccurring.</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>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>
<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
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**Accountability**: Assuming responsibility for making decisions and delivering agreed outcomes.
### 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
- Knowledge of the higher education/university sector
- Computer skills including Microsoft Office and online information resources
- Project Management principles and practices
- Information management, including project documentation, project communication, website development, building and querying databases

### 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.

#### Role specific:
- Knowledge of the Office of the Deputy Vice-Chancellor (Research) and University functions and structure.
- Knowledge of the Office of the Deputy Vice-Chancellor (Research) and University policies, systems, processes and procedures.
- Knowledge of how the University works and how relevant functions across the University interrelate

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

- Managing multiple complex projects
- Taking instruction from multiple sources
- Working as a part of a cross functional team
- Managing multiple and complex projects simultaneously
- Communicating complex issues to a range of stakeholders in a variety of mediums
- Developing and implementing evaluation processes to support effective project outcomes