Creating a new *Adelaide University*
Duty Statement
University of Adelaide / University of South Australia

TITLE: Senior Project Officer
CLASSIFICATION: HEO7
ACADEMIC UNIT/PORTFOLIO: Integration Management Office (IMO)
LAST REVIEWED: February 2024

Broad purpose of position

The Senior Project Officer is responsible for leading the planning and delivery of projects in support of the Project Managers and Project Leads in the creation of the new Adelaide University. Working in a Domain as part of the Integration Management Office (IMO), this role will collaborate with cross-domains and cross-functional teams at both Universities and within the IMO, supporting project activity, and ensuring projects are delivered within scope, quality, schedule and budget. The Senior Project Officer will assist project teams with complex administrative and technical tasks to assure the implementation and timely delivery of project activity. The Senior Project Officer is responsible for producing high-quality outputs, analysis, and developing relationships and collaborating with colleagues from both Universities.

Position environment

The University of South Australia and the University of Adelaide are working together to advance the planning and preparatory activities required to establish the new *Adelaide University* pursuant to *Adelaide University Act 2023* (SA). The IMO is the vehicle dedicated to guiding the establishment phase (2023-25) and driving implementation towards a target launch date of 1 January 2026.

Reporting relationships and key stakeholders

The role will report to a senior project team member and the Domain Project Lead who oversee key portfolios of integration and transformation projects. The Senior Project Officer will be a key member of the IMO team.

Other key stakeholders that this position will liaise with includes:

Internal (to the IMO)
- Joint Committee members
- Domain Leads and Alternates
- IMO Leads (University and Deloitte)
- IMO Directors
- Integration Management Office

External (to the IMO)
- Key University senior staff and their teams
- University of Adelaide/ South Australia colleagues
- External contractors and suppliers

Core responsibilities

- Work with a Domain Lead, Project Lead, Project Manager, Partner staff or other senior IMO staff to provide coordination, oversight and execution of program deliverables, by:
    - Where required, develop and define the scope of project activity.
    - Support project progress according to timelines, milestones and deliverables in the project plan, including identifying and communicating changes in priorities and coordination of delivery, tracking, monitoring and mitigating risks.
    - Support the preparation and communication of high-quality reports, memorandums and presentations related to project delivery, including detailed progress status reports.
    - Undertake reviews of deliverables to ensure they have been delivered within scope, on time, and in budget.
    - Review and provide input to resourcing forecasts and plans to ensure that activity is supported.
    - Review and critically analyse program activity to quantify and communicate the benefits realised and to drive a culture of continuous improvement.
    - Provide support for working groups. committees and meetings with key stakeholders, including preparing and distributing meeting agendas and papers, taking detailed minutes and following up on action items as required.
- Apply and promote a shared IMO project delivery approach through the use of prescribed systems, templates, reports and document storage.
- Act as the relevant reference point for the interpretation and application of the University's policies and procedures for the Domain.
- Establish and maintain productive relationships with UoA and UniSA staff as well as the IMO to ensure that the strengths of all stakeholders are leveraged in support of shared program outcomes.
- Role model a constructive, one team culture and demonstrate best practice operational service delivery and continuous improvement in all activities.

The core responsibilities and selection criteria provide the key areas of focus the Senior Project Officer will be evaluated against. The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

Special requirements

Some out of hours work may be required.

University requirements

Staff must follow and apply the following:

1. Our collective culture is one that welcomes all and embraces diversity, and behaviours are consistent with the respective staff values and behaviours framework
2. Health Safety and Injury Management
    - Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
    - Report all identified workplace hazards and incidents.
3. Performance Development and Management

- Participate in the University's Performance Development and Management process.

Selection criteria

Essential

1. Relevant tertiary qualifications and/or extensive equivalent experience.
2. Demonstrated project management skills, coordinating all aspects of large-scale and complex projects through to completion, in accordance with project management methodologies, reporting, timeframes, scope, quality, and budgets.
3. Ability to analyse information gathered from multiple sources, reconcile conflicts, synthesise broad information and analyse at a strategic and detailed level
4. Demonstrated experience in applying effective problem-solving skills and being innovative and creative in generating solutions and facilitating workshops and discussion.
5. Highly developed relationship management skills, including the ability to interact, influence and negotiate with a wide range of senior stakeholders to achieve successful outcomes.
6. Excellent communication, presentation and interpersonal skills, high attention to detail both written and verbal, including preparation of high-quality briefing papers and submissions and producing management documents.
7. Exceptional organisational and time management skills, ability to use initiative, manage competing demands and undertake complex projects with a high degree of autonomy.
8. Highly developed computer literacy skills including the capacity to effectively use the Microsoft Office Suite.

Desirable

1. Experience gained within a university environment and/or a demonstrated understanding of the higher education sector.