**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch | 1/7/2024 |

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| **POSITION DETAILS** |  |
| **Position Title:** | **Project Coordinator** |
| **Position Number:** | 00023628 |
| **Classification:** | HEO6 |
| **Faculty/Division:** | Division of Academic and Student Engagement |
| **School/Branch:** | Learning Enhancement and Innovation |
| **Reports to (position title):** | Project Manager |
| **Delegations:** | Relevant HR and Financial delegations prescribed to this position. |
| **Special Conditions:** | * Out of standard work hours may be required
* LEI staff provide services across multiple University locations including North Terrace, AHMS, Waite, and Roseworthy campuses, as such this position may be required to work where needed
* Reasonable workplace adjustments will be made for people with a disability
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| **Significant Working Relationships:** | * Office of Academic and Student Engagement
* Faculties and Schools
* Information Technology and Digital Services
* External vendors and service providers
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| **POSITION SUMMARY** |
| The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.  The Division of Academic and Student Engagement (DASE) partners with students, staff and the broader community to deliver an outstanding student experience. At the heart of the student experience are transformational opportunities in learning and teaching.The Student Experience branch is responsible for providing services that deliver an excellent student experience. This includes administrative and support services to students as well as service to, and partnership with, academic staff in the development of a high-quality, engaging and relevant learning environment. The Student Experience branch is underpinned by two key foundations: * rich engagement with our student cohorts, clubs and societies to cultivate impactful partnerships; and
* proactive student-centric support across the student lifecycle embedded in the learning and teaching experience to deliver increased student retention and success.

Learning Enhancement and Innovation (LEI) facilitate, collaborate, design and create engaging and flexible student-centric blended and online learning experiences. In partnership, LEI empower academics to teach and students to learn by providing expertise into design and development of innovative pedagogically-driven practices and learning technologies. Working under general direction, the Project Coordinator provides support to projects within the Learning Enhancement and Innovation portfolio to meet strategic institutional learning, teaching and assessment goals. Operating collaboratively with others, the Project Coordinator will enable a range of initiatives supporting adoption of transformative learning processes and experiences. |

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| **KEY RESPONSIBILITIES** |
| Project Coordination | * Provide project and administrative support to a range of flexible teaching and learning projects and activities.
* Work closely with academic and professional staff across the University to deliver project outcomes.
* Devise, implement and analyse process improvements.
* Prepare regular status reports including identifying achievements and areas of concern.
* Gather, analyse and report on relevant data as required.
* Actively participate in agile stand up and ceremonies.
* Work closely with the Project Manager and other Project Coordinators within LEI to align efforts and provide consistent reporting on University initiatives.
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| Provide support for the leadership team. | * Provide support for activities undertaken by the leadership team, as directed.
* Assist with the identification, design, development and support of tools, resources and templates to support, automate and streamline activities.
* Ensure any project issues are reported promptly and follow up actions are addressed as directed.
* Liaise with Heads of School, School Managers, or delegates, for courses where academics are not available or issues arise.
* Develop effective relationships with staff, students, and vendors as stakeholders.
* Represent Learning Enhancement and Innovation, as required
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| Communication Development and Website Management | * Produce various internal and external communications including eNews, updates, announcements and web pages for a variety of stakeholders
* Contribute research, such as literature review, searching for internet resources, and sourcing input from stakeholders, towards the development of reports for committees and stakeholders
* Collate and synthesise information to contribute to draft reports for internal committees and external stakeholders
* Coordinate the design, development and distribution of publications and artefacts
* Produce material for social media channels and review related social media and digital interfaces
* Contribute to maintaining accurate and current website and online content
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| Other reasonable duties commensurate with classification level. |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * N/A
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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:****Essential:**1. Demonstrated experience in project coordination work, including assisting in the development and implementation of project plans, coordinating project activities, including communication, documentation and reporting.
2. Knowledge and experience in the development of tools and processes to support professional activities.
3. Well-developed project coordination skills, including proficiency in business management software e.g. Microsoft Office, Jira etc.
4. Demonstrated experience in contributing to multiple competing priorities, demonstrating organisational skills and a capacity to act independently within established guidelines.
5. Well-developed verbal, written and interpersonal skills with the ability to develop reports and liaise with key stakeholders across the organisation.
6. Demonstrated ability to work well within a collaborative team environment and independently, develop productive relationships quickly, and sustain a client service orientation within a fast-paced production schedule.
7. Demonstrated understanding of, and commitment to, the implementation of equity principles, workplace health and safety principles, accessibility and copyright.
8. Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behaviour expectations.

**Desirable:**1. Detailed knowledge and experience with Canvas Learning Management System.
2. Experience within the Higher Education sector.
3. Experience working within Agile methodologies

**Qualification/s:*** A degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
* Qualifications relevant to project coordination and/or relevant experience.
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