**POSITION DESCRIPTION**

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| **POSITION DETAILS** |  |
| **Position Title:** | **Senior Project Coordinator**  |
| **Position Number:** | 00017778 |
| **Classification:** | HEO7 |
| **Faculty/Division:** | Division of Academic and Student Engagement |
| **School/Branch:** | Education Transformation |
| **Reports to (position title):** | Associate Director, Strategic Projects |
| **Delegations:** | N/A |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability
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| **Significant Working Relationships:** | * Faculties and Schools
* Information Technology and Digital Services
* Learning Enhancement and Innovation
* Student Services and Administration
* External vendors and service providers
* Local and international universities
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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 overall vision and purpose of Education Transformation is to advance a contemporary learning paradigm that delivers a transformative education experience to a broad range of students, inclusive of relevant and flexible curriculum, contemporary pedagogy and accessible modes of delivery. Transformation is driven through new program portfolio management, expansion of course offerings, strategic partnerships and opportunities to drive new models and modes of educational design and delivery - aimed at diversifying and expanding the student cohort, strengthened by market viability and demand. Under limited direction, the Senior Project Coordinator manages, coordinates and communicates the complex operational and production aspects of new and existing strategic programs. This includes but is not limited to elements related to governance support and oversight; extending to operations elements of third-party partnerships to ensure high level function with various committees, working groups or established boards, within the University. Further, the Senior Project Coordinator will work with external and internal stakeholders, specifically in partnership with the University’s third-party providers, partners and internal stakeholders to ensure project outcomes are delivered in accordance with strategic project schedules. |

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| **KEY RESPONSIBILITIES** |
| Project Coordination  | * Undertake coordination of a range of projects for University initiatives to achieve strategic targets.
* Scope projects for launch and implementation in collaboration with stakeholders.
* Develop and maintain project plans and other supporting documents.
* Provide considered advice and recommendations to senior staff and stakeholders on intricate project matters.
* Develop and review business processes where new or improved methods are identified that enable quality service delivery.
* Work with stakeholders to assist workload planning and to ensure timely development of deliverables in accordance with agreed milestones.
* Utilise a project coordination tool / project planning methodology.
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| Stakeholder Engagement | * Develop and maintain effective relationships with stakeholders across the University and relevant partners.
* Negotiate outcomes in a collaborative and professional manner.
* Facilitate, liaise, collaborate and negotiate with relevant staff and stakeholders to manage expectations, seek input and deliver outcomes to agreed project timelines.
* Coordinate meetings, workshops and events relevant to project needs including with internal and external stakeholders.
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| Communications | * Support change management through communications and development of supporting resources.
* Manage communication plans, in line with change management strategy, for program launch and delivery.
* Deliver consistent, accurate, appropriate and timely communications to all stakeholders.
* Respond to enquiries in a professional and timely manner.
* Represent DASE and the Education Transformation Unit as required.
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| Service and Administration | * Provide executive support for relevant committees and working groups including scheduling meetings, preparation of background papers, terms of reference and agendas, minute taking and circulation of information.
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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 project coordination experience with proven ability to independently manage new and ongoing projects.
2. Strong interpersonal and communication skills that demonstrate the ability to relate to a wide range of stakeholders and staff at all levels.
3. Demonstrated commitment to quality outcomes, including attention to detail, judgement, initiative and confidentiality.
4. Ability to work independently and sustain high-level performance, determine priorities, be highly flexible and meet demanding deadlines in a time sensitive environment.
5. Well-developed written and verbal communication skills and digital literacy, including the capacity to respond to enquiries autonomously.
6. Demonstrated ability to work well within a collaborative team environment and independently, develop productive relationships quickly, and sustain a client service orientation.
7. Demonstrated life-long learning orientation and ability to apply a problem-solving approach to challenges that arise in a fast-paced environment.

Desirable:1. Experience within the Higher Education sector.

**Qualification/s:*** A degree (preferable relevant to project coordination) with subsequent relevant experience, or
* An equivalent combination of relevant experience and/or education/training.
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