# POSITION DESCRIPTION

## Senior Program Coordinator

<table>
<thead>
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<th>Position Level</th>
<th>7</th>
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<tbody>
<tr>
<td>Faculty/Division</td>
<td>Medicine &amp; Health</td>
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<tr>
<td>Position Number</td>
<td>00059642</td>
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<td>Original document creation</td>
<td>4/6/2023</td>
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### Position Summary

The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures and prevention strategies that have the greatest chance of success.

The Senior Program Coordinator is responsible for the effective management of projects and administrative support within the Therapeutics and Vaccine Research program (TVRP). This includes the provision of high-level coordination and supervision of all program activities.

The role of Senior Program Coordinator reports to the Program Head and has one direct report.

### Accountabilities

As Senior Program Coordinator, you will have a range of accountabilities that are essential to the success of our projects. These include:

- Provide senior administrative support to efficiently coordinate general administration across TVRP.
- Manage program activities and priorities within the administrative team to provide support to project teams, ensuring efficient project coordination, personnel management, professional development, and personal requirements.
- Prepare, develop, and maintain key program and project documentation as required.
- Develop, implement, and maintain systems and procedures to ensure a consistent and efficient general administration and support, including document, records management, and templates to ensure compliance with relevant policies and procedures.
- Prepare and coordinate grant applications, liaising with research team investigators, participating institutions, clinicians, and other national and international stakeholders. This involves knowledge of granting rules within the NHMRC, ARC, NIH, and other relevant funding bodies.

- Provide extensive project support, including reporting against timelines, coordinating high-level committee meetings, and effectively communicating information to internal and external stakeholders.

- Manage and coordinate all aspects of various meetings and conferences, including budgeting and expenditure tracking, sourcing conference venues and catering, organising travel and accommodation arrangements, preparing agendas, minutes, invitations and mail-outs of conference material, and processing payments, financial acquittals, and reimbursements for visitors and collaborators.

- Manage and coordinate domestic and international travel for TVRP program staff members, including managing risks and exposures associated with travel to low and middle income countries and countries experiencing political or social instability.

- Provide assistance and guidance in the preparation of conference presentations, protocols, and reports. Oversee production of publication reporting for the program including drafting content for newsletters, web publications and annual reports including layout, writing lead-in material, collection and collation of information, and editing ensuring high-quality standards are met.

- Maintain registers of the program academic staff activities in relation to funding, committees, postgraduate research students’ supervision, publications, presentations, consultancies and teaching, and curriculum vitae.

- Collaborate with various stakeholders such as HR and hiring managers to facilitate the recruitment process for new staff and coordinate a comprehensive onboarding process.

- Coordinate and supervise the schedule of the Head of the program, including efficient liaison with external collaborators and stakeholders and facilitation of meetings and other activities as required.

- Supervise administrative staff within the program.

- Lead and manage other program activities as requested by the Head of the program.

- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

- Relevant degree and extensive relevant experience or equivalent competency gained through another combination of education, training, and experience.

- Excellent communication skills and demonstrated interpersonal skills.

- Sound consultation and influencing skills and proven ability to interact effectively with diverse internal and external stakeholders.

- Strong time management and organisational skills and ability to manage multiple tasks with competing deadlines.

- Demonstrated initiative and sound analytical and problem-solving skills.

- Proven project management and event management skills.
• Experience in the supervision of staff.
• The ability to interpret and implement organisational policy.
• Highly developed understanding of the need to maintain confidentiality and of the sensitivities of the research subject matter.
• Demonstrated experience in formulating guidelines and procedures for a complex work environment.
• Grant management experience with a demonstrated capacity to provide advice.
• Experience in the development, funding and conduct of research, including proven ability in the management of budgets.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.