POSITION DESCRIPTION

Program Coordinator

Position Level 6
Faculty/Division Medicine & Health
Position Number 00189689
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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 Program Coordinator plays a key role within the Kirby Institute’s Aboriginal and Torres Strait Islander Research Program. In the Aboriginal and Torres Strait Islander Health program, we work collaboratively to close the gap in health disparity between Aboriginal and Torres Strait Islander and non-Indigenous people.

Our primary focus is around sexual health and bloodborne viruses, bolstering the capabilities of Aboriginal and Torres Strait Islander communities in addressing HIV, STIs and viral hepatitis. Through our meticulous, ethical, and culturally sensitive research, we collaborate closely with local communities to improve health outcomes for Aboriginal and Torres Strait Islander individuals and communities in Australia. The program coordinator position is responsible for efficiently managing projects and administrative support within the program.

The role of Program Coordinator reports to the Program Head and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Ensure the provision of efficient, high level and effective assistance and administrative support, including facilitating project management, to the Head and senior staff of the program.

- Oversee end to end meeting management support for a range of research projects, including coordinating meetings and conferences, detailed minute taking, distribution and filing of documents and liaison with committee and working group members.
• Provide support to project management team, including guidance in project planning, and solving logistical and administrative issues.

• Coordinate systems and procedures based on an extensive understanding of existing policy and procedures of UNSW and the Kirby Institute.

• Manage and coordinate domestic and international travel for program staff, students & visitors consisting of booking flights, accommodation, conference registration and travel allowance using the UNSW Travel system.

• Monitor, track, and report on the status of program activities for the Kirby Institute newsletter, website, and annual report.

• Undertake the timely processing of invoices, expense reimbursements, and credit card reconciliations using sound understanding of funding policies and internal finance procedures.

• Liaise, provide guidance, and undergo planning with other Program Co-ordinators, external stakeholders, and the Administration Unit of the Kirby Institute, regarding project specific and general matters such as work plans, space management, and access to common infrastructure resources, including information systems.

• Maintain program documentation including registers of research activities in relation to committees, postgraduate research students supervised, publications, presentations, consultancies, curriculum vitae and maintain accurate academic profile records, including EndNote libraries and publication registers.

• Collaborate with HR, hiring managers, and other stakeholders to facilitate the recruitment process for new staff and coordinate a comprehensive onboarding process.

• Coordinate 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.

• Perform other duties as requested by the Supervisor.

• 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 experience in Aboriginal and Torres Strait Islander health research or public health, tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training, and experience.

• Demonstrated experience providing administrative and research support with the ability to work well under pressure with attention to detail and accuracy.

• Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.

• Sound stakeholder management skills, with the ability to liaise effectively with a range of stakeholders.
• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands and demonstrating problem-solving.

• Sound communication skills including the ability to liaise with a diverse group of people from varying backgrounds and seniority.

• The ability to interpret and implement organisational policy.

• Strong computer skills, including MS Office (including PowerPoint and Excel).

• 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.