POSITION DESCRIPTION

Entrepreneurship Program Coordinator

Position Level | 5/6
Faculty/Division | Division of Research & Enterprise
Position Number | 00087536
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Position Summary

The Entrepreneurship Team helps all UNSW staff, students and alumni to build the capability, mindset and networks they need to create positive economic, social and environmental impact through entrepreneurship. We do this by delivering foundational entrepreneurship experiences, exposing startups to the most advanced knowledge on business model design and execution, incorporating sustainability, supporting diversity, and connecting entrepreneurs to the local and international innovation ecosystems.

The position of Entrepreneurship Program Coordinator is responsible for the overall coordination of entrepreneurship programs, including scheduling, supporting with resource allocation and effective execution, and reporting against the full suite of entrepreneurship programs. The role will build on the reputation of UNSW as a leading university for entrepreneurship and innovation support in line with the University’s 2025 Strategy.

Reporting to the Director of Entrepreneurship, this position plays a crucial role in the operations and ongoing development of an active culture of entrepreneurialism within the UNSW community. The role will have the opportunity to make a lasting impact on the nature and delivery of these programs for many different UNSW stakeholders.

Accountabilities

Specific accountabilities for this role include:

Level 5

- Provide operational support to the Entrepreneurship Team events, programs and activities, including serving as the first point of contact for internal and external stakeholders and maintaining effective communication flows.
• Provide specialist operational advice relating to program guidelines, processes and activities.
• Develop and maintain detailed filing systems and databases, and websites.
• Draft agendas, minutes, briefing notes, and guidelines for specific program committees or external program stakeholders as required.
• Respond to a range of in-person, telephone and email enquiries from internal and external stakeholders, and initiate, action or escalate to other Program Managers as necessary.
• Review and monitor program budgets and finance requests, including but not limited to, purchasing, travel, credit card reconciliation, expense reimbursements, payment requests and billing processes.
• Arrange, support and promote meetings and events for internal and external stakeholders.
• Undertake induction and new starter process for new staff in the Entrepreneurship Team and visitors including access to systems and building and site orientation.
• Participate in relevant projects and business improvement activities to streamline processes and facilitate administrative efficiency.
• 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.

Level 6 (in addition to Level 5 above)

• Support and drive the development of project plans and schedules and participate in planning processes as required.
• Monitor, track and report on the status of project deliverables to ensure time, cost and quality metrics are in line with approved project plans for assigned projects.
• Assess and monitor project risks and issues and provide solutions where applicable.
• Work closely with Program Managers to take ownership of forward planning and identification of resource requirements to support the broad range of Entrepreneurship programs.
• Work with Program Managers to support and drive community engagement activities.
• Maintain strong relationships between the Entrepreneurship team, UNSW stakeholders including faculties and business units, and externals including those in the startup ecosystem and broader industry.
• Oversee the implementation and evaluation of administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes and the implementation of consistent business and administrative practices.
Skills and Experience

Level 5

- A relevant tertiary qualification with subsequent relevant experience or an equivalent level of knowledge gained through any combination education, training and experience in project management around program and/or event delivery.

- Demonstrated ability to work collaboratively on complex projects across multiple teams.

- Excellent written and verbal communication skills and strong interpersonal skills demonstrating the ability to liaise, interact and communicate effectively with and influence internal and external stakeholders.

- Ability to listen effectively and understand the needs of a diverse range of customers, including students, staff and alumni.

- Outstanding time management and organisational skills with a proven ability to deal with multiple tasks, manage projects effectively, establish priorities and meet deadlines.

- Demonstrated resilience with an ability to work to deadlines in a constantly changing environment.

- Ability to work with a high volume of work and periodically participate outside normal hours to support Entrepreneurship events.

- Advanced level of computer literacy with excellent skills in Microsoft Office applications and software tools like Airtable (desirable).

- 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.

At Level 6 (in addition to the above)

- Demonstrated experience in working with startups or startup community organisations, preferably in the Sydney startup ecosystem, with relevant networks to utilise in the delivery of UNSW Entrepreneurship programming and/or events (desirable).

- Project experience, with an understanding of the project life cycle and development of project plans, objectives and documentation.

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.