POSITION DESCRIPTION

Senior Project Officer

<table>
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<tr>
<th>Position Level</th>
<th>7</th>
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<tr>
<td>Faculty/Division</td>
<td>Medicine and Health</td>
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<tr>
<td>Position Number</td>
<td>00158847</td>
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<td>Original document creation</td>
<td>08/05/2023</td>
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Position Summary

A Senior Project Officer plays a key role within the Faculty of Medicine and Health in providing high level practical and efficient project support for project teams and key stakeholders.

The role entails providing project management, reporting and analytical support, developing communications, building key internal and external relationships, and developing/consulting on key programs and projects.

The role reports to the Associate Dean Indigenous, supporting the work of the Aboriginal and Torres Strait Islander Sovereign UNSW Medicine and Health Community Strategy Group. This role also has a dotted line to the Deputy Faculty Executive Director.

Accountabilities

Specific accountabilities for this role include:

- Develop and monitor the delivery of the Aboriginal and Torres Strait Islander Sovereign UNSW Medicine and Health Community Strategy Group to achieve operational and strategic goals.

- Oversee the development of project plans and schedules and participate in planning processes relating to the Aboriginal and Torres Strait Islander Sovereign UNSW Medicine and Health Community Strategy Group 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.

- Provide a high level of proactive project support to project team and stakeholders relating to the Aboriginal and Torres Strait Islander Sovereign UNSW Medicine and Health Community Strategy Group.
• Assess and manage project risks and issues and provide solutions where applicable.
• Develop and manage effective communications with key stakeholders, both internal and external relating to the Aboriginal and Torres Strait Islander Sovereign UNSW Medicine and Health Community Strategy Group.
• Coordinate adherence to UNSW governance pathways to ensure projects are managed within a defined, consistent and proven set of rules for project development.
• 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 & safety of yourself or others.

Skills and Experience
• This is an identified position and applicants must be an Aboriginal and /or Torres Strait Islander person. Confirmation of Aboriginality will be required.
• Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
• Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
• Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.
• Experience working with a range of computer systems and applications that UNSW utilise.
• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
• Proven project experience, with an understanding of the project life cycle and development of project plans, objectives and documentation.
• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
• 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.