POSITION DESCRIPTION

Senior Project Officer

Position Level 7
Faculty/Division Engineering
Position Number 00095070
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Position Summary
The Senior Project Officer will play a key role within the Tyree Institute of Health Engineering (IHealthE) in supporting the development, implementation and management of a range of stakeholder engagement and communication projects and initiatives to promote and implement the Tyree IHealthE strategy. Stakeholders include, but are not limited to; internal UNSW contacts, clinical and executive staff in Local Health District, Industry partners, government and community representatives.

The role reports to Chief Operating Officer, supporting the Director, Tyree Institute of Health Engineering (IHealthE).

Accountabilities
Specific accountabilities for this role include:

- Contribute to the implementation of the IHealthE strategy in relation to building stakeholder engagement and participation.
- Develop and implement the IHealthE engagement and communications plan to achieve stakeholder engagement objectives, provide analysis and reporting on progress against KPIs.
- Design, initiate and manage projects and events consistent with the IHealthE engagement and communications plan.
- Assess and manage project risks and issues and provide solutions where applicable, leading the development of appropriate strategies where applicable.
- Collaborate broadly with key stakeholders and teams across UNSW and external partners to raise the profile of IHealthE as the go-to research partner for translation of health technologies and medical research.
- Support the IHealthE team in securing industry partner involvement in funded research activities, including identifying new opportunities and establishing key partnerships with industries and other impact partners that align with relevant IHealthE research capabilities and strengths.
• Assist relevant colleagues at UNSW to engage networks of industry partners in Knowledge Exchange, Entrepreneurship and Innovation Programs.

• Maintain and update IHealthE communication platforms for dissemination of Institute activities and success, including website (CMS), social media and liaising with central UNSW comms channels.

• Develop and maintain effective policy and procedural documents related to industry engagement, ensuring that all judgments are aligned with, and all decisions are made in accordance with, relevant rules, policies and procedures of the University.

• Undertake analysis of IHealthE engagement and communications outcomes to ensure transparent and accurate reporting of outcomes.

• Prepare a range of briefings and project related documents, including project plans, status updates, reports and discussion papers.

• Support the COO with administration and finance operations.

• Undertake ad-hoc projects and other activities relevant to the role’s accountabilities as approved by the Manager.

• 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 tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

• Extensive relevant experience in stakeholder engagement and/or communications, ideally in a leading, research-intensive university.

• High level interpersonal and verbal communications skills, with demonstrated ability to build effective partnerships and consortia involving multiple industry and academic partners, and to collaborate effectively with a broad range of stakeholders.

• Demonstrated understanding of the cultural and professional differences and similarities between universities and industrial enterprises, and an understanding of the value of these organisations engaging in the various possible collaborative activities.

• Excellent written communication skills necessary for the formulation of quality communication plans, strategies, and a wide range of communication materials.

• 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.

• Experience working with a range of computer systems and applications, including CMS to manage websites, EDM tools, social media, and Office 365.

• 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.