POSITION DESCRIPTION

Senior Project Officer

Position Level | 7
Faculty/Division | DVC-Education and Student Experience
Position Number | 00059628
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Position Summary

The Senior Project Officer plays a key role within the Portfolio of the Pro Vice-Chancellor, Education and Student Experience, Experience Pillar, Employability Theme in providing high level practical and efficient program, project, and administrative support.

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 Lead, Work Integrated Learning (WIL) Central and Systems and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide a high level of proactive project and administrative support to the Lead, Work Integrated Learning (WIL) Central and Systems and the Head of Employability.

- Develop and monitor the delivery of Employability programs, projects and initiatives to achieve operational and strategic goals in alignment with the Championing Employability strategy.

- Drive the successful development and delivery of courses and other learning experiences in concert with subject matter experts with responsibility for an integrated and end-to-end process that includes course/module establishment, term planning and scheduling, student recruitment and enrolment, travel and residential arrangements (where applicable), virtual or on-site delivery, assessment and results processing, evaluation and continuous improvement, agreements and risk assessments, and external partner engagement.
- Oversee the development and implementation of plans and schedules, and support the coordination of planning and delivery processes.
- Monitor, track and report on the status of project deliverables to ensure time, cost and quality metrics are in line with strategic and operational plans.
- Assess and manage program, project, and initiative risks and issues and identify and drive solutions where practicable or escalate risks and issues where appropriate and/or necessary.
- Develop and manage effective communications with key stakeholders, both internal and external.
- 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
- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Experience in the development and delivery of employability and work integrated learning in a university environment.
- Experience in the administration of multi-stakeholder, partnered course delivery, which includes agreements/contracts, risk assessments, work health and safety protocols, and insurance policies.
- Experience in the arrangement of offshore course delivery, which includes travel and residential arrangements and risk management.
- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation, ideally in the context of institutional strategy development and implementation.
- Demonstrated success in case managing issues to resolution in partnership with subject matter experts in legal, insurance, travel, and other central services, with a strong working knowledge of what matters are covered by each of these central services, and the capacity to identify, refer, and escalate issues to these central services where appropriate and/or necessary.
- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- 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.
- 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.