POSITION DESCRIPTION

Senior Project Officer

Position Summary

The Senior Project Officer role sits within Legal & Compliance and plays a key role in the successful delivery of Legal-led projects such as the Contract Lifecycle Management (CLM) project. This role is responsible for providing project management support to various work streams. Responsibilities include schedule and risk/issue management, as well as administrative responsibilities including storing project artefacts, Steering Committee packs, scheduling meetings and taking minutes.

They must work with internal project team members as well as a wide range of stakeholders across the University to deliver outcomes on time, so they must utilise their strong time management and good communication skills.

The Project Coordinator will utilise their strong time management and good communication skills to work closely with a wide range of internal and external stakeholders across the university in order to deliver outcomes.

The role reports to the Project Lead – Legal Operations and has no direct reports.

Accountabilities

Specific accountabilities for this role within project delivery includes:
• Support the Legal Operations & Projects Lead and the IT Project Manager to create and maintain the project schedule, including identifying and tracking key milestones, work breakdown structure, task dependencies and the critical path.

• Support the Legal Operations & Projects Lead and the IT Project Manager with risk and issue management, dependency management and budget management.

• Support adherence to the program schedule by following up on task completion and escalating schedule risks to the Legal Operations & Projects Lead and the IT Project Manager.

• Support the Business Analysts with tasks relating to the creation of business and functional requirements, as required.

• Support the Legal Operations & Projects Lead and the IT Project Manager with the creation of materials such as status updates and PowerPoint packs for Committee meetings.

• Proactively support the Legal Operations & Projects Lead and the IT Project Manager with recommending and implementing new tools and techniques to encourage team collaboration and successful program delivery.

• Support the Legal Operations & Projects Lead and the IT Project Manager with ad hoc duties such as procurement, onboarding of new team members, scheduling meetings and team events.

• Document and distribute minutes of meetings as required, ensuring important actions and decisions are documented and followed up on.

• Proactively lead and manage adherence to the agreed EPMO governance framework to ensure the program is managed within a defined, consistent and proven set of rules for successful program design and implementation.

• Ensure that program status updates are completed on time and to a quality standard in the status reporting tool.

• Act as a point of contact for a wide variety of stakeholder and escalate enquiries as required.

• 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.

• Proven project/program coordination experience, with an understanding of the project/program life cycle and the development and maintenance of plans and registers.

• Ability to plan, organise and co-ordinate projects and tasks and experience in developing project documentation associated with different stages of the project life cycle.
High level of experience working with a range of computer systems and applications, such as MS Office, MS Project, Altus, JIRA, Confluence.

Excellent interpersonal skills and a demonstrated stakeholder management skills with the ability to communicate effectively with a variety of internal and external stakeholders.

Ability to work both autonomously and collaboratively whilst prioritising tasks in a fast-paced and demanding environment.

Advanced written and verbal communication skills, with demonstrated experience in creating PowerPoint presentations and stakeholder update packs.

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.

Knowledge and understanding of business processes, ideally within a tertiary education environment, and change management principles.

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

Pre-employment checks required for this position

- Verification of qualifications.

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.