POSITION DESCRIPTION

Project Manager

Position Level: 9
Faculty/Division: Engineering
Position Number: ADMIN ONLY
Original document creation: 14/10/2021

Position Summary

A Project Manager plays a lead and strategic role within the School of Photovoltaic and Renewable Energy Engineering in the planning, development, and implementation of characterisation-based projects.

The role entails developing photoluminescence imaging system.

The role reports to Associate Professor Ziv Hameiri.

Accountabilities

Specific accountabilities for this role include:

- Lead the planning and implementation of an ARENA project in the School of Photovoltaic and Renewable Energy Engineering and facilitate the definition of the project’s scope, objectives and deliverables.
- Oversee and manage the delivery of an ARENA project to achieve operational and strategic goals.
- Manage project dependencies, risks, issues, change requests and financials and work with the project team to ensure appropriate arrangements are in place.
- Proactively lead and manage adherence to UNSW governance pathways to ensure projects are managed within a defined, consistent and proven set of rules for project development and implementation.
- Provide strategic direction in leading the Project Team and key stakeholders, monitoring and reporting on the progress of projects; and identify problems and propose possible solutions.
- Oversee and finalise effective communications with key stakeholders, both internal and external to the project Plan and provide influential input with stakeholders to achieve project outcomes.
• 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**

• Master’s degree in Physics, Photovoltaic Engineering, or related area.

• Proven experience of **at least five years** in designing and building commercial luminescence imaging systems for photovoltaic applications.

• Demonstrated outstanding capability to develop a concept into a product.

• Expertise in the following areas:
  - Luminescence imaging
  - Electrical and optical characterisation of semiconductor
  - Electronic and optical design
  - Product development

• Proven advanced project management experience, with an in-depth understanding of the project life cycle and strategic development of project plans, objectives, and documentation.

• Demonstrated strong analytical and problem-solving skills and proven capacity to exercise initiative, flexibility and to be proactive in development of robust solutions to problems.

• Advanced 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.

• 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.

• 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.

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**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.