POSITION DESCRIPTION

Researcher Training Project Officer

<table>
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<th>Position Level</th>
<th>6</th>
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<tbody>
<tr>
<td>Faculty/Division</td>
<td>Division of Research &amp; Enterprise</td>
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<tr>
<td>Position Number</td>
<td>00087577</td>
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<td>Original document creation</td>
<td>August 2021</td>
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Position Summary

The Researcher Training Project Officer plays a key role within the portfolio of the PVC Research Training & Entrepreneurship, within the Division of Research and Enterprise in providing practical and efficient project support for project teams and key stakeholders.

The role entails providing coordination and support, reporting and analytical support, developing communications, building key internal and external relationships, and providing administrative support for key researcher training programs and projects.

The role reports to the Pro-Vice Chancellor Research Training and Entrepreneurship and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Support the delivery of Researcher Training projects and initiatives to achieve operational and strategic goals.

- Provide comprehensive administrative support for the Researcher Training projects and initiatives; supporting the Researcher Training Coordinators; the PVC Research Training and Entrepreneurship and Graduate Research teams in planning, review, data collection and analysis, including reports.

- Coordinate the communication, promotion and delivery of Researcher Training events, activities and workshops through a range of channels.
• Manage and maintain current and accurate data in a range of systems to effectively monitor, track and evaluate Researcher Training initiatives including registrations, learning management systems, attendance, staff development and student management systems.

• Support the development of project plans and schedules and participate in planning processes as required.

• Assess and monitor project risks and issues and provide solutions where applicable.

• Coordinate project administration including coordination of workshops and meetings, minute taking, manage assigned actions and follow-ups and project status reporting.

• Develop and manage effective communications with key stakeholders, both internal and external to Researcher Training.

• Coordinate workshops and events, including catering, room bookings, liaison with stakeholders, routine correspondence, Eventbrite bookings, management of registrations, coordination of feedback surveys and other duties as required.

• Provide high level support to the Researcher Training team to contribute to the drafting of documentation, presentations and reports, for internal and external use including for Management Board, University Higher Degree Research Committee, the Higher Degree Board of Studies, University Research Committee and Council.

• 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.

• Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.

• Sound stakeholder management skills, with the ability to liaise effectively with a range of stakeholders.

• Experience working with a range of computer systems and applications, including MS Office 365, Eventbrite, Qualtrics, Survey Monkey, Student System, Staff System, Moodle or equivalent.

• 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.

• 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.