POSITION DESCRIPTION

Project Officer – Liaison and Outreach

Position Level 6
Faculty/Division Science
Position Number 00069264
Original document creation 03/12/2021

Position Summary

The School of Mathematics and Statistics at UNSW is a leading research mathematics school in Australia and enjoys a strong international reputation.

The role of the Project Officer – Liaison and Outreach is to manage the promotion of the School of Mathematics and Statistics in each of its core activities; teaching, research and service, via events, outreach, and facilitating interactions for staff and students. In particular, they play a key role in ensuring high quality, responsive administrative support and assistance for the Girls Do The Maths (GDTM) program in the School.

The Project Officer – Liaison and Outreach will prepare materials, coordinate activities, organise meetings and events, and provide administrative functions to ensure an effective and efficient delivery of services are provided to the GDTM and other Mathematics and Statistics events and programs. The Project Officer – Liaison and Outreach is the contact liaison between the School of Mathematics and Statistics, the stakeholders and the Division of External Engagement. A key responsibility is to manage the GDTM portfolio and report on outcomes with the intention of achieving high participation rates and fostering a community of support and encouragement to the girls attending Maths programs. The role will liaise with academics and other colleagues and a variety of stakeholders both internally and externally, Secondary Schools and Government.

The role of Project Officer – Liaison and Outreach reports to the Head of School and School Manager and has no direct reports.
**Accountabilities**

Specific accountabilities for this role include:

- Work with the Head of School, School Manager, and the School's GDTM and Publicity Committees to coordinate and manage the School's events and programs, particularly targeting female high school students. These include GDTM, UNSW L’Oréal Girls in Science, Advanced Mathematics Program Days, UNSW Mathematics Competition, and Mathematics and Statistics research meetings and workshops.

- Provide comprehensive administrative support for school projects, initiatives, and other ad hoc programs, supporting the committees or designated authority in the planning, review, budgets, data collection and analysis, writing and editing documents, including reports.

- Develop, improve, and maintain systems and procedures to ensure efficient analysis and reporting.

- Act as the primary liaison point for all activities relating to Mathematics and Statistics event programs, including the preparation and dissemination of relevant communications and materials relating to the GDTM and Maths programs.

- Maintain accurate event information on the website and all documents and correspondence to support the GDTM and Maths programs, industry donors and all other external engagement activities.

- Build, develop, and maintain effective relationships with external stakeholders.

- Review and monitor finance administration requests, including but not limited to, purchasing, travel, payment requests and billing processes.

- Coordinate the delivery of designated projects, activities, and initiatives.

- Coordinate committee members in relation to task management, co-ordination of deliverables and assembly of resources.

- Interpret and assist in the implementation of policies, guidelines, and procedures, and play a supporting role in their application to ensure the effective operation of the portfolio.

- Work within a defined project delivery lifecycle to deliver and prioritise projects through regular consultation with the committee leaders.

- Develop, foster, and maintain highly effective working relationships with teams in the School Office and relevant staff in other schools/faculties and divisions and all other internal and external stakeholders.

- Provide School Executive Team support as required.


- 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.

- Excellent time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines.
• Advanced interpersonal, written, and oral communication skills including the ability to handle highly sensitive information, and the ability to work effectively independently and in a team environment.

• Highly proficient computer literacy with excellent skills in Microsoft Office applications with a proven ability to manage information and maintain databases.

• Project experience, with an understanding of the project life cycle and development of project plans, objectives and documentation.

• Demonstrated ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of daily work.

• Ability to plan, organise and co-ordinate projects and tasks with great attention to detail.

• Relevant experience in a large complex organisation such as a research institution or similar environment is desirable.

• Knowledge of NSS financial systems.

• 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.