Position Summary

The Conduct and Integrity Office (CIO) supports the UNSW Community to uphold honest and ethical behaviour. The CIO investigates and resolves serious complaints and wrongdoing at UNSW. As trusted advisors, we support educational efforts to prevent misconduct and wrongdoing and promote respect and integrity.

The Project Officer plays a key role in providing practical and efficient project and change management support for CIO projects and key stakeholders. The role provides project coordination and support, reporting and analytical support, supporting change management activities, developing communications, building key internal and external relationships, and providing administrative support for programs and projects.

The role reports to the Project Manager and does not have any direct reports.

Accountabilities

Specific accountabilities for this role include:

- Support the delivery of CIO projects and initiatives to achieve operational and strategic goals.
- Support the development of project plans and schedules and participate in planning processes as required.
- Monitor, track and report on the status of project deliverables to ensure time, cost and quality metrics are in line with approved project plans for assigned projects.
- Assess, manage and update project risks and issues, ensuring that emerging issues are escalated to the Project Manager and solutions provided where applicable.
- Coordinate project administration including coordination of workshops and meetings for staff internal and/or external to the University, 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 the project.
- Develop and coordinate change management activities for CIO projects in collaboration with the Project Manager.
- Provide practical and proactive project support and administrative services to project team and stakeholders.
- Support 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 & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical 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.
- 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.
- 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 and distil complex information into simple messages.
- 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.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Experience working with a range of computer systems and applications, including MS Office applications such as Teams, SharePoint, Project and Viseo.
- An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) 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.