POSITION DESCRIPTION

Project Officer (Conduct & Integrity)

Position Level 6
Faculty/Division Planning & Assurance
Position Number 503344
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Position Summary
The Project Officer plays an important role within the Conduct & Integrity Office (CIO) in providing practical and efficient project support for CIO activities. The Project Officer assists the Project Manager to identify, develop, implement and evaluate highly responsive primary and secondary sexual misconduct prevention and outreach initiatives, raising awareness and understanding of student conduct & integrity, research integrity, complaints management and reports of wrongdoing. Providing administrative support for key CIO programs and projects, success in the role requires high levels of personal integrity, including significant staff and student stakeholder engagement, assisting in delivering innovative training, communications and quality assurance.

Reports to the Project Manager and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Support the Project Manager in the development and delivery of CIO projects and initiatives to achieve operational and strategic goals.
- Monitor, track and report on the status of project deliverables to ensure time, cost and quality metrics are consistent with approved project plans for assigned projects.
- Provide practical and proactive project support and administrative services to the Project Manager and stakeholders within the CIO
- Assess and monitor project risks and issues and provide solutions where applicable.
• Assist the Project Manager to develop and deliver training/awareness raising activities for staff and students about CIO activities, including communications and outreach activities of the CIO, such as, websites, newsletters, and communities of practice.

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

• Develop and manage effective communications with key stakeholders, both within and external to the CIO.

• 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 demonstrates the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct

• Adhere to all health and safety policies and procedures of the University, taking 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.

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

• Excellent communication skills and the ability to liaise effectively with diverse stakeholders.

• Excellent time management and organisational skills, with the ability to work effectively under pressure and manage multiple tasks with completing deadlines.

• 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 Microsoft Office 365 suite of applications.

• 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.