POSITION DESCRIPTION

Senior Project Officer

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<th>Position Level</th>
<th>7</th>
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<td>Faculty/Division</td>
<td>Medicine</td>
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<tr>
<td>Position Number</td>
<td>00086534</td>
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<td>Original document creation</td>
<td>October 2022</td>
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Position Summary

A Senior Project Officer plays a key role within the National Centre for Clinical Research on Emerging Drugs (NCCRED) in providing high level practical and efficient project support for project teams and key stakeholders.

The role encompasses high-level Centre project management along with communication, external stakeholder liaison, and high-level administrative responsibility. The Senior Project Officer has a key role in ensuring the Centre’s deliverables are met on time and within budget. The Senior Project Officer supports the day-to-day work of the Director, and internal and external liaison and communication, including the Centre Board.

The role reports to the Project Manager supporting the Director and Deputy Director of the Centre and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Plan and coordinate specific projects, initiatives or events for the Centre in conjunction with the agreed business plans
- Project manage the development, delivery and evaluation of the Centre’s research, capacity building and dissemination program and annual work plan, tracking performance against timelines and deliverables, and reporting on progress
- Oversee and coordinate the timely reporting to the Department of Health and UNSW and delivery of other communiqués, external reports and documents
• Provide high-level secretariat for the preparation of agenda and papers for NCCRED Board and Executive Board, Consortium members, working groups and other key stakeholder meetings, including responsibility for timely preparation and finalisation of Board papers

• Integrate information from various sources to prepare documentation for the Centre, including correspondence, reports, presentations and briefing notes that may involve sensitive and confidential information, working together with the stream leads, medical writer, and other team members

• Oversee the dissemination of meeting agendas and papers, minutes, action points and other necessary meeting and committee documentation, providing support as required to ensure timely completion of action items

• Build, develop and maintain effective working relationships with the Centre’s internal and external stakeholders to achieve a dynamic, cohesive environment

• Coordinate brief requests and manage internal and external contractors and consultants

• Coordinate and oversee the Centre’s external and internal communication including printed and multi-channel digital communication for the Centre and maintain up-to-date information on website and social media outlets

• Provide financial oversight of the Centre including tracking expenditure, management of operations credit card, reconciling credit cards and arranging reimbursements and payment of accounts

• Perform other duties as required by the Director relevant and consistent with the position

• 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 degree and/or experience supporting a senior manager or executive, or equivalent competence gained through another combination of education, training and executive-level administrative experience

• Excellent interpersonal communication skills including ability to communicate with and influence diverse internal and external stakeholders across all levels

• Strong time management and organisational skills, including proven ability to establish priorities, manage multiple tasks, meet deadlines with minimal supervision while working flexibly as a member of a small team

• Demonstrated initiative, well-developed analytical and problem-solving skills, and proven experience identifying and implementing business improvement activities

• Demonstrated experience working on confidential and sensitive matters, with proven ability to apply knowledge and experience to resolve complex administrative matters, with discretion, tact and sound judgment

• Strong computer skills, in particular, Microsoft Outlook, Word, Excel, PowerPoint, Visio, relevant databases and financial software programs, as well as web maintenance/intranet software
- 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.