POSITION DESCRIPTION

Project Officer, Academic Calendar

Position Level | Level 6
Faculty/Division | Office of the VC
Position Number | ADMIN ONLY
Original document creation | February 2024

Position Summary

The Project Officer role sits within the Provost Office and plays a key role in providing high level project support. This role encompasses essential responsibilities such as managing Academic Calendar deliverables, reporting on budget management, facilitating communication with key stakeholders, overseeing compliance activities, coordinating events, managing SharePoint resources and handling procurement tasks.

The Project Officer reports to the Program Director, Academic Calendar and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide key administrative and business support to the Program Director, Academic Calendar, coordinating meetings and diary support.
- Support the Academic Calendar Project Team with regards to sequencing Academic Calendar activities, day to day project coordination, and deliverables to ensure that deadlines are achieved.
- Provide high level advice about the delivery of projects. In consultation with the Program Director, Academic Calendar and Portfolio Managers, reset priorities and/or resources when required to meet overall program objectives.
- Draft reports and prepare high-level presentations, including sourcing, and developing content.
- Support the delivery of timely reports, papers, and draft responses to issues as required.
- Develop agendas and reports, collate, and distribute papers, prepare and distribute minutes and other support communications.
• Support Academic Calendar budget reporting and monitoring activities, including monitoring expenditure and forecasting.
• Engage in document reviews and compliance issues and recommend and develop protocols and processes for management of issues as required.
• Maintain accurate and up to date information within the Academic Calendar SharePoint to ensure that all published information is current and accurate.
• Provide high level support for meetings, townhalls, workshops and training sessions.
• Maintain the response to and tracking of actions assigned to the Academic Calendar Project resulting from Internal Audits.
• Develop and maintain effective working relationships with internal and external stakeholders and deliver appropriate communications to the Academic Calendar project team, Divisions, Faculties and other senior stakeholders as required.
• Facilitate and manage all Academic Calendar related procurement processes, including scheduling, documentation, collation of responses, communicating to vendors and stakeholders.
• Support a culture of continuous improvement within the Academic Calendar Project team through continual review of effective processes and systems, implementing and communicating improved work practises where appropriate.
• Provide effective office management supporting the division as part of a broader administrative support team.
• 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 psychosocial or physical health and safety of yourself or others.

Skills and Experience
• A relevant degree with substantial project, communications, and engagement experience and/or an equivalent level of knowledge gained through any other combination of education, training and experience.
• Strong organisational skills and demonstrated ability to prioritise workload and meet strict deadlines while working in a high volume, process driven environment with variable workflow patterns and competing priorities.
• Strong project coordination skills with demonstrated ability to compile project documentation, plans and objectives, contribute to continuous improvement opportunities and other project duties.
• Demonstrated ability to work under pressure with sensitive confidential matters and manage all matters with a high level of discretion.
• Demonstrated ability to analyse complex environments and take ownership for outcomes.
• Research, analytical and problem-solving skills, with an ability to summarise issues and develop innovative solutions.

• Strong interpersonal, negotiation and customer service skills including ability to liaise effectively with a diverse group of stakeholders and build strong relationships to achieve objectives.

• 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.