POSITION DESCRIPTION

Transition Project Officer
(This is an identified Indigenous position)

Position Level: 6
Faculty/Division: Arts, Design and Architecture
Position Number: ADMIN ONLY
Original document creation: 1 November 2021

Position Summary

The Transition Project Officer plays a key role within Arts, Design & Architecture in providing high level practical and efficient project support for The Operations Team.

The role entails providing project management, reporting and analytical support, developing communications, building key internal and external relationships, and developing/consulting on key programs and projects.

The position is a temporary position designed to create and implement processes, and support the needs of transitional activities in the newly formed faculty.

The role reports to the Faculty Operations Manager, supporting the Deputy Faculty Executive Director.

This is an identified Indigenous position. UNSW considers that being Aboriginal or Torres Strait Islander is a genuine occupational qualification under s 14 of the Anti-Discrimination Act 1977 (NSW).

Accountabilities

Specific accountabilities for this role include:

- Support the delivery of projects and initiatives within the Operations Team to achieve effective transition to new faculty wide processes.
- Support the development, implementation and maintenance systems and procedures to ensure a consistent approach for administration and support, including document and records management, to ensure compliance with relevant policies and procedures.
• 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.
• Provide a high level of proactive project support to project teams and stakeholders.
• Develop and manage effective communications with key stakeholders, both internal and external to the project.
• Coordinate 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 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
• This is an identified position and applicants must be an Aboriginal and /or Torres Strait Islander person. Confirmation of Aboriginality will be required.
• Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
• Sound understanding of Faculty Operational activities including teaching support and general admin duties.
• Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
• Project experience, with an understanding of the project life cycle and development of project plans, objectives and documentation.
• Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.
• Experience working with a range of computer systems and applications.
• 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.
• 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.