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POSITION DESCRIPTION

Project Officer, Indigenous Engagement (Identified)

Faculty/Division	Science
Classification Level	Professional 6
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00205158
Shiftwork status	NOT SHIFTERWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	8 November 2024

Position Summary

The **Project Officer, Indigenous Engagement** plays a key role within UNSW Science, providing practical and efficient project support in relation to the Indigenous strategic objectives in the UNSW Science 2035 strategy.

The position will be at the forefront of planning, delivering, and evaluating a range of strategic initiatives in the UNSW Science Indigenous portfolio, covering research, education, culture, engagement and outreach to drive a Culturally safe environment that respects, acknowledges and incorporates Aboriginal and Torres Strait Islander perspectives, Knowledges and connection to Country.

The Project Officer, Indigenous Engagement will be responsible for providing project coordination and support, reporting and analytical support, developing communications, building key internal and external relationships, and providing administrative support for key programs and projects.

The position will sit in the UNSW Science Dean's Unit, but also work at a local level in the School of Biological Earth and Environmental Sciences and across the broader UNSW ecosystem to support research, education and community collaborations with Aboriginal and Torres Strait Islander peoples under the direction of the Associate Professor of Practice.

The role reports to the Senior Equity, Diversity and Inclusion Project Officer and works closely with the Associate Professor in Practice. The position has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Work with the Associate Professor of Practice and Senior Equity, Diversity and Inclusion Project Officer to provide practical and proactive project support to achieve the operational and strategic goals of the Faculty's Indigenous portfolio.
- Act as a point of coordination to the creation, management, and delivery of initiatives within the Indigenous Portfolio
- Develop and manage effective communication with key stakeholders, including current students, academic and professional staff and external groups and organisations
- Collaborate with various teams to ensure alignment between the Faculty's Indigenous portfolio and the broader Faculty goals, fostering a supportive and inclusive environment for Indigenous students, staff, and researchers
- Support the development of portfolio project plans and schedules and participate in planning processes as required.
- Assess and monitor project risks and issues and provide solutions where applicable.
- Coordinate workshops, seminars, and community engagement events including draft agendas, correspondences, and briefing notes as required
- Monitor, track, and report on the status of portfolio deliverables to ensure time, costs, and quality metrics are in line with approved plans for assigned initiatives.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

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 experience gained through any combination of education, training and/or experience.
- Knowledge, respect and understanding of Aboriginal and Torres Strait Islander cultures and how they might best be recognised and respected in a university context.
- Demonstrated project experience, with an understanding of the project life cycle and development of project plans, objectives and documentation.
- 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 internal and external stakeholders.
- Experience working with a range of computer systems and applications, particularly Microsoft Office 365

- 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.
- 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.