Make it _matter_.

Senior Project Officer

Faculty/Division	Medicine & Health
Classification Level	Professional 7
	G - Administrative, Clerical, Computing, Professional &
Hours & Span (Category)	Research Staff
Position number	00156261
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	4 March 2024

Position Summary

A **Senior Project Officer** plays a key role within the Forensic Mental Health Research Team, Discipline of Psychiatry and Mental Health in providing high-level practical and efficient project support for project teams and key stakeholders.

The role is responsible for coordinating and managing the implementation of various projects and initiatives across different teams within the Discipline of Psychiatry and Mental Health.

The role will be focusing on a project looking at enhancing mental health care for Aboriginal and Torres Strait Islander people exiting prison and other projects in the Discipline where appropriate.

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

The role reports to the Head of Discipline, Psychiatry and Mental Health (who is also the Chair of Forensic Mental Health) and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Develop and monitor the delivery of Discipline projects and initiatives to achieve operational and strategic goals.

- Oversee 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 team and stakeholders.

- Assess and manage project risks and issues and provide solutions where applicable.

- 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.

- Manage project administration including coordination of project meetings, minute taking, manage assigned actions, and completion of project progress reports as per funding requirements.

- Work collaboratively with relevant teams, staff, and students to develop and manage project finance (budget and expenditure).

- Provide project management support in relation to all key projects and team-wide initiatives within the Discipline.

- Support project staff with grant applications, including development of budgets.

- 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 tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.

- 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, including Microsoft Outlook, Word, Excel, PowerPoint, and SharePoint.

- 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.

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

- 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.

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- 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.