## Position Summary

The Senior Project Officer plays a key role in supporting the establishment and operations of the Indigenous Wellbeing Unit. The Senior Project Officer will contribute to the Unit by providing efficient project support to the Unit’s strategic direction, policy development, and governance.

Working closely with Indigenous communities, UNSW Medicine & Health staff, researchers, and stakeholders the role will advance the Unit’s mission of promoting the health and well-being of Indigenous peoples through culturally responsive research, education, and community engagement initiatives.

## The Senior Project Officer reports to the Associate Dean Indigenous and has nil direct reports.

## Accountabilities

Specific accountabilities for this role include:

* Support the establishment of the Indigenous Wellbeing Unit, providing input into strategic design and policy development to ensure the Unit’s successful operation and alignment with its mission and objectives.
* With the Associate Dean Indigenous and Faculty leadership, develop and implement governance frameworks and processes to ensure the effective operation of the Indigenous Wellbeing Unit.
* Provide a high level of proactive project support to operationalise the Unit’s strategy.
* Collaborate with faculty members to ensure alignment between the Unit’s objectives and the broader goals of UNSW Medicine & Health, fostering a supportive and inclusive environment for Indigenous students, staff, and researchers.
* Organise workshops, seminars, and community engagement events as required for the Unit.
* Develop and manage effective communications with key stakeholders, both internal and external regarding the Indigenous Wellbeing Unit.
* Align with and actively demonstrate the Code of Conduct and Values.
* Cooperate with all health & 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

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