POSITION DESCRIPTION

HDR Project Officer

Faculty/Division	DVC-Research and Enterprise
Classification Level	Professional 7
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	ADMIN ONLY
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	17 June 2024

Position Summary

The **Higher Degree Research (HDR) Project Officer** plays a key role within the Pro Vice-Chancellor Research Training (PVCRT) portfolio in providing high level practical and efficient project and policy support for strategic initiatives, project teams and key stakeholders.

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

The role reports to the HDR Engagement Manager and works to the PVCRT executive and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Develop and monitor the delivery of PVCRT projects and initiatives such as the implementation of oral examinations for all HDR Programs to achieve operational and strategic goals.

- Ensure best practice and quality assurance in research degree policy and procedures and undertake sector-wide benchmarking where required.

- Initiate and manage projects focused on the development and implementation of strategy and policy to deliver excellence in the experience and outcomes for HDR candidates.

- Support the development of research degree collaborations with high quality national and international institutions through participation in negotiations, and the development and approval of agreements.

- Provide high-level advice through interpretation of government and university policy requirements, including implementation support to relevant units.

- 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.

- Develop and manage effective communication and working relationships with relevant internal and external stakeholders, to inform and support the work of the portfolio, and supervise casual staff where required.

- Maintain knowledge of national and global policy developments and trends in the higher education sector in relation to Higher Degree Research.

- 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.

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

- Demonstrated experience of policy development and implementation, preferably in a Higher Education, research and/or HDR-linked capacity.

- Advanced interpersonal skills including 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 365, student and staff systems, record management systems, analysis and reporting software.

- 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.

- 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.