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POSITION DESCRIPTION

Learning Abroad Project Officer

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Office of the VC

Professional 6

G - Administrative, Clerical, Computing, Professional & Research Staff

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NOT SHIFTWORKER

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17 June 2024

Position Summary

The **Learning Abroad Project Officer** is responsible for coordinating and managing data tracking, analysis, reporting and compliance for the Learning Abroad team within the University Office of Global Affairs, within the Division of the Vice-Chancellor and President portfolio.

The role provides efficient and effective day-to-day administration of data-related tasks for the Learning Abroad programs while supporting the team in enhancing the university's global engagement and operational efficiency.

The officer is responsible for creating and maintaining data dashboards, preparing country briefing papers and ensuring compliance with relevant regulations and reporting requirements.

The role will report to the Lead Learning Abroad Short Programs and Study Abroad and will have no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Coordinate and manage UNSW Learning Abroad data and compliance reporting, including preparation of the AUIDF Learning Abroad benchmarking, faculty reporting and country briefing documents.

- Develop, maintain and plan procedures and processes, providing expert advice in relation to the data capturing and presentation of overseas learning abroad activities.
- Provide accurate and timely reporting of inbound and outbound learning abroad data, whilst adhering to established guidelines for data privacy and security.
- Ensure efficient data tracking support for government funding (e.g., New Colombo Plan Mobility projects), in compliance with funding requirements.
- Support the implementation of policies, guidelines, and procedures, and prioritisation of the workflow within the team, to ensure efficient operations.
- Work collaboratively with the Lead, Learning Abroad Exchange and Lead, Learning Abroad Short Programs and Study Abroad to support the respective programs.
- Provide support in the delivery of Learning Abroad projects, initiatives, and other ad hoc programs.
- Develop and manage effective communications with key stakeholders, both internal and external to Learning Abroad team.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- 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 and safety of yourself or others.

Skills and Experience

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through another combination of education, training and experience.
- Excellent time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines.
- Demonstrated experience providing effective customer service and support to clients at all levels.
- Highly advanced interpersonal, and written and verbal communication, skills including ability to communicate with diverse stakeholders.
- Ability to plan, organise and co-ordinate projects and tasks.
- Highly proficient computer literacy with excellent skills in Microsoft Office applications in particular Excel and PowerBI dashboards.
- Demonstrated capacity to work effectively autonomously and in a team, showing initiative and a proactive approach. 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.

Pre-employment checks required for this position

- Verification of qualifications

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.