## Position Summary

The **Senior Project Officer** plays a key role within Nura Gili in providing high level practical and efficient project support for project teams and key stakeholders.

Nura Gili is UNSW’s dedicated Indigenous Education Centre, overseeing the creation and implementation of the Indigenous studies curriculum. It collaborates with Faculties to recruit Aboriginal and Torres Strait Islander students, and it is committed to fostering their success throughout their undergraduate and postgraduate studies, ultimately guiding them toward fulfilling careers.

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

The role of the Senior Project Officer reports to the Director of Nura Gili and has no direct reports.This is an identified position, open to Aboriginal and Torres Strait Islander candidates only.

## Accountabilities

Specific accountabilities for this role include:

* Develop and monitor the delivery of Nura Gili 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.
* Providing coaching and support to Nura Gili staff to upskill team members on project management including utilising project management software (e.g. Mi
* Align with and actively demonstrate the [Code of Conduct and Values](https://www.unsw.edu.au/governance/policy/policy-hub/codeofconductandvalues)
* 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 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 Project or similar project management 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.
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* 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.