POSITION DESCRIPTION

Research Data Experience (RDE) Program Coordinator

Faculty/Division	Division of Operations
Classification Level	Professional 7
	G - Administrative, Clerical, Computing, Professional &
Hours & Span (Category)	Research Staff
Position number	ADMIN ONLY
Shiftwork status	NOT SHIFTWORKER
Allowances	NOT APPLICABLE
On call arrangements	NOT APPLICABLE
Original document creation	22 August 2024

Position Summary

The Program Co-ordinator plays a key role within the Research Data Experience (RDE) Program in providing practical and efficient program support (including proactive administrative support) for the Program and Program Streams.

The Program Co-ordinator will ensure that administrative systems and processes are executed to a high standard. The role entails providing program management monitoring and reporting support, coordinating the Program Schedule and the timetables of critical governance groups. The role reports to the RDE Program Manager.

Accountabilities

Specific accountabilities for this role include:

- Assist with the development of key program artefacts such as program plans, change requests, functional and non-functional requirements, schedules, and resource plans. This includes working

with the project teams including project co-ordinators to ensure strategic alignment of all documents.

- Support with the leadership and management of the program, driving goal attainment and initiative success through strategic prioritisation and influence.

- Management, development and coordination of governance documentation and meetings including program diary management, minute taking and management of the program team actions.

- Manage the seamless integration of project schedules and resource allocation to optimize program execution and guarantee alignment with established timelines.

- Develop, review, and standardise program-related documents, ensuring consistency in format and content across the program. Develop templates and management systems for common documents to streamline the creation process.

- Manage the distribution of documents to relevant team members and stakeholders in line with distribution protocols to ensure the right people receive the right information at the right time.

- Provide program technical advice and guidance, support, and mentorship to team members as well as to external resources on internal processes ensuring adherence to the policies and procedures of the university.

- Facilitate clear and effective communication within the program team and stakeholders; address issues and concerns promptly, fostering a positive working environment.

- Coordinate adherence to UNSW governance pathways to ensure the program aligns to the PMO Guardrails

- Manage, monitor, track, and report on the status of program and deliverables to ensure time, cost and quality metrics are in line with the agreed project outcomes and plans. Liaise with key stakeholders to recommend and determine areas for improvement and develop action plans as a result.

- Utilise best practice issue and risk management, identify and assist in assessing issues and risks in an informed and considered manner to plan for the mitigation of these, managing the dependencies, and changes in scope with substantial influence over the priorities.

- Partner with internal and external project colleagues to develop and coordinate change activities including effective communications with key stakeholders, both internal and external to the program.

- Ensure alignment with the agreed Program/Project Methodology and governance for the related activities and artefacts and ensuring adherence to those standards. Stay informed about changes in governance that may impact program implementation.

- Support program financial management including the need to track and coordinate vendor Purchase Orders and Invoices in conjunction with Finance.

- Manage the documentation associated with procurement activities

- Prepare briefing notes, agendas, minutes, reports, presentations and other documents as required

- Support with the presentation and set up of shared workspaces, including meeting rooms and print rooms

- Support the onboarding and induction of new employees.

- 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 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 various levels within an organisation.

- Experience working with a range of computer systems and applications, including JIRA, Confluence, MS Project, MS Office.

- 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 project co-ordination experience monitoring and tracking projects within agreed time limits.

- Experience managing project finances and knowledge of UNSW Financial policies, procedures and systems.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Proven skills in preparing documentation, presentations and reports, and advanced competency in the use of Microsoft Office, including but not limited to Word, Excel, Outlook and Power Point.

- Demonstrated ability to exercise initiative and recommend improvements to systems and processes and capacity and willingness to develop knowledge and understanding of advanced administrative processes.

- 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.

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.