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POSITION DESCRIPTION

Project Officer, Safer Communities Education

Faculty/Division	Division of Planning & Assurance
Classification Level	Professional 7
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	N/A
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	28 June 2024

Position Summary

The Safer Communities team, working in Health and Safety Directorate within the Transformation, Planning and Assurance Division leads the development and implementation of projects focused on gender-based violence prevention and response, workplace psychosocial risk management and workplace wellbeing programs.

The Project Officer will be responsible for establishing a whole-of-organisation education framework at UNSW in relation to gender-based violence. The framework will encompass both student and staff education and training. Developing the framework will involve assessing current evidence relating to drivers of gender-based violence, auditing current UNSW education offerings to identify linkage to drivers, identify gaps and identify evaluation approaches.

This work will ensure that UNSW is best placed to meet the requirements of the proposed National Higher Education Code to Prevent and Respond to Gender-based violence and assist compliance with the positive duty under the Sex Discrimination Act (1984).

This role reports to the Manager, Safer Communities, and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Develop and determine detailed project scope, develop timelines and participate in other planning processes as required, in consultation with Manager, Safer Communities.
- Review, monitor and report on the status of project deliverables according to scope and timelines.
- Undertake review of evidence related to drivers of gender-based violence within tertiary education/ other relevant contexts.
- Undertake sector benchmarking, to identify how other Universities approach gender-based violence prevention education with staff and students.
- Assess all relevant UNSW education offerings for students and staff which relate to Gendered Based Violence prevention. This will involve working closely with organisational partners to identify relevant education, and link existing education content to identified drivers of gender-based violence.
- Using evidence review, and assessment of education, identify gaps, improvements and opportunities in relation to UNSW education for staff and students related to preventing gender-based violence.
- Initiate and complete recommendations for evaluation of current education offerings, and any additional education content proposed.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take reasonable care to ensure that your actions or omissions does not impact on the health and safety of yourself or others.

Skills and Experience

- Relevant tertiary qualification, and at least 1 year of demonstrated experience in relation to development and evaluation of co-curricular education in tertiary settings or equivalent competence gained through any combination of education, training, and experience.
- Demonstrated experience in analysing and synthesising evidence and research regarding gender-based violence, education, or demonstrated evidence of these skills in relation to other social issues to create briefing documents for a general audience.
- Demonstrated experience in translating research into practice and identifying how to create evidence-informed recommendations for action.
- Demonstrated project management skills with the ability to work autonomously to plan and implement projects to deliver within agreed timelines.
- Excellent written and verbal communication skills, including the ability to create planning and project documents
- Demonstrated interpersonal and stakeholder management skills, including consultation, communication, and networking skills, along with the ability to liaise and work effectively with organisational partners to complete the project to agreed timelines
- Demonstrated success working effectively and collaboratively with a range of people at different levels within the organisation.
- Highly proficient computer literacy with excellent skills in Microsoft Office applications.

- 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.

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.