

Project Officer - Financial Literacy

College/Division	Tasmanian School of Business and Economics
School/Section	Accounting
Location	West Coast, Tasmania
Classification	HEO5
Reporting line	Project Lead

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The Project/Financial Literacy Officer – West Coast Financial Literacy (0.6 FTE) is a member of the West Coast Financial Literacy project lead by the Tasmanian School of Business and Economics.

The project will partner with the West Coast community to co-design, develop and deliver a financial literacy program with a focus on children and young people aged 8-19. This project will be integrated into schools, pop up clinics, workshops, local businesses and existing community activities (such as sporting clubs), to engage families and whole communities to facilitate continued learning outside of the school setting and ensure that young people experiencing educational disadvantage have access.

The Project/ Officer will contribute to the facilitation of project activities in the West Coast communities under the direction of the Project Lead. This would include contributing to the:

- Scoping and development of project activities and workshops
- Promotion and recruitment of participants
- Assisting with the coordination of the delivery of the activities
- Helping to evaluate the project
- Undertaking project administration and record-keeping

The appointee will work closely with project team members to help engage with stakeholders during the project's implementation and the completion of deliverables. The position will be located on the West Coast and the incumbent will be required to travel in and around the West Coast region.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Assist in the development of a methodology to implement the project and assist team members in their oversight of the delivery of clear project plans and timelines including agreed project deliverables. This includes the following under the direction of the Project Lead:
 - Helping to establish and administer the project steering committee



- Assisting with the development of activities and workshops in consultation with UTAS and community stakeholders
- Promotion and participant recruitment in project activities and workshops
- Assisting with the coordination of the delivery of project activities
- Undertaking project administration and record-keeping to ensure compliance with our Grant.
- Support the establishment of effective relationships with key institutional, industry and community stakeholders to achieve project deliverables.
- Contribute to comprehensive status reports including expenditure updates, correspondence and other documents to communicate and report to the project steering committee as it relates to project initiatives.
- Assist in the development of an evaluation strategy in conjunction with the project steering committee that will determine the outcomes and learnings of the project.
- Undertake other duties as assigned by the Project Lead.

What We're Looking For (success criteria)

1. Demonstrated experience in developing partnerships and working with stakeholders and community groups, and with individuals in a learning context.
2. Demonstrated capacity to manage and implement projects under supervision.
3. Demonstrated ability to contribute as a member of a team, as well as work flexibly and independently using initiative and judgment.
4. Developed organisational skills, with a demonstrated ability to exercise initiative and judgement on work methods and task sequence in order to meet deadlines.
5. Computer literacy, including competence in Office 365 applications, Microsoft Excel and Microsoft Word, and in other database operations, and ability to learn new IT systems relevant to the University's operations.

Other position requirements

- Current Working with Vulnerable People registration or to be obtained
- Full driver's license
- Regular intrastate travel in and around the West Coast region of Tasmania
- Visiting and working in the field in remote locations

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

