

## In-School Project Officer

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<b>College/Division</b>	Division of the Vice-Chancellor
<b>School/Section</b>	Peter Underwood Centre
<b>Location</b>	Burnie
<b>Classification</b>	HEO6
<b>Reporting line</b>	Reports to Coordinator, Partner Programs

### 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.

We are seeking to appoint an **[In-School Project Officer](#)** in the [Peter Underwood Centre](#) which is part of [the Division of the Vice-Chancellor](#).

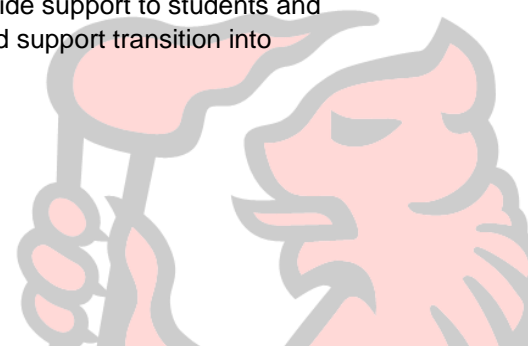
The Peter Underwood Centre (the Centre) is a partnership between the University of Tasmania and the Tasmanian State Government in conjunction with the Office of the Governor of Tasmania. Pursuing a mutual goal to set high aspirations for the educational outcomes of Tasmanians, the Centre was conceived to lead a process of positive and sustained transformation in Tasmanian education to benefit the whole community. The Centre works to develop and draw together expertise that informs educators, government, industry and community.

The position will work closely with the Department for Education, Children and Young People (DECYP), Year 11 and 12 partner Colleges, their feeder schools and with University of Tasmania Colleges and Divisions to make connections and deliver targeted activity about post school opportunities. A significant component of the role will be working with the partner College, school staff and senior students to provide information to inspire, inform and support the successful transition of students to higher education. This will include providing details and experiences of university programs including exposure to university pathways and courses, interaction with current students and graduates, application and scholarship support, exposure to accommodation, e.g., research and information skills or university preparation; and to identify and implement new activities and initiatives that meet the needs of schools and students to better understanding of, and pathways into higher education.

**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

- Cultivate and maintain positive relationships with staff and students in the designated Department for Education, Children and Young People College and its feeder schools.
- Lead the establishment of the school/university learning hub and provide support to students and identify and implement activities to strengthen the work of the Hub and support transition into university.



- Coordinate activities and programs that support learning needs, by working with schools to support transition, information aspiration and provide new experiences for engagement with the university.
- Contribute to the development and delivery of programs through the Hub including but not limited to running information sessions, delivery of student support sessions and pathway and progression advice for students and staff.
- Work collaboratively with the Division of Future Students to arrange information sessions for students and parents and ensure that publicity and promotional material is available.
- Contribute to monitoring and evaluation of the learning hub including the development of research outputs as appropriate.

### What We're Looking For (success criteria)

- A degree with relevant professional experience; or an equivalent combination of extensive professional experience and education/ professional development.
- An understanding of widening participation in higher education, and the challenges facing the Tasmania education sector.
- Knowledge of, and experience working with, the secondary (Years 9-12) education sector, with experience in activity, curriculum and program development initiatives involving partner organisations
- Demonstrated ability to build and maintain successful relationships with key stakeholders to achieve mutually beneficial outcomes.
- Demonstrated capacity to conceptualise and successfully implement activities and programs to achieve strategic objectives.
- Excellent oral, written and interpersonal skills and the ability to communicate effectively with a wide range of people.
- Ability to act independently using initiative, judgement and discretion.
- Demonstrated capacity to manage projects and deliver outcomes on time and within budget

### Other position requirements

- Current Working with Vulnerable People registration or to be obtained
- Experience in working in a university environment
- Drivers license

### 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.*

