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 Adoption and Innovation Hub for Drought Resilience – Tasmania (the Hub) is a large and complex program sponsored by the Department of Agriculture, Water and the Environment (DAWE) under the Commonwealth’s Future Drought Fund (FDF) program. The scope of the Hub has expanded beyond drought issues (see Media Release) in line with the National Agricultural Innovation Policy Statement (October 2021).

The Hub is administered by the University of Tasmania who have formed a consortium with major regional players. Together, we are creating an engagement, learning and innovation platform from the ground up to integrate the work of farmers, researchers, local entrepreneurs, traditional custodians, practitioners in natural resource management, industry, and community developers. The Hubs represent a new way of organising the key functions of research, development, and extension within the agricultural innovation system in Australia through co-design and co-creation of relevant, evidence-based solutions.

The Project Manager will work closely with the Hub Director, Hub Manager, Project Coordinator, and extended Hub Team to oversee on-ground project activities that form part of the Hub’s program of work activity. As the primary Hub contact lead for existing and new project activities, the successful incumbent will work with current project delivery partners, project participants, Hub partners and the extended Ag community, to build, nurture and maintain relationships to ensure projects achieve intended outcomes within the expected timeframes, delivering to the National Agenda.

The successful incumbent will mobilise Hub team and resources to ensure successful project outcomes as and when required, maintaining industry and network intelligence, and on-ground contacts that will assist the Hub in its primary activities of knowledge sharing, fostering collaboration and building skills and capacity across the innovation system.

Reporting directly to the Director of the Hub, the position will sit within the Tasmanian Institute of Agriculture - a joint venture between the Tasmanian Government and the University of Tasmania that supports sustainable agricultural and food sectors through high-impact research, development, extension and 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

- Oversee and contribute to the curation of the Hub’s on-ground project activities in conjunction with the Project Coordinator role and responsibilities.
- Supervise, train and mentor the Project Coordinator role.
- Develop and maintain effective relationships with project delivery partners, project participants and other key stakeholders.
- Act as the primary point of contact for the Hub’s project delivery partners.
- Manage project reporting timeframes within deadlines for all project delivery partners and provide input to external Hub reporting as and when required.
- Work proactively in mobilising relevant Hub team members and engaging expertise required to support various on-ground project activities as and when required.
- Represent members of the Hub’s Team, including the Hub Director, at key meetings or events, as required.
- Work with the Hub team in MEL activities.
- Maintain relevant business, government, peak industry bodies, network intelligence, and on-ground contacts that will assist the Hub with its primary activities and expanding remit.
- Undertake other duties as assigned by the Hub’s Director and/or Hub Manager.

What We’re Looking For (success criteria)

- A post-graduate degree, or equivalent combination of relevant experience and training.
- Demonstrated project/program management experience within the agricultural sector, including experience in using project management software (preferably Smartsheets).
- Proven success in delivering projects on time and within budget.
- Demonstrated experience in stakeholder management and engagement within the agricultural sector.
- Ability to identify critical contributors and influencers through established networks.
- Proven problem solving, negotiation, influencing and strong analytical skills, with well-developed judgement and decision-making skills.
- Demonstrated ability to communicate effectively and develop high level relationships with a diverse range of players within the agricultural sector.
- Ability to co-operate with others to achieve organisational objectives and to build trust and reciprocity with other teams including those in partner organisations.
- Experience in managing, coaching and nurturing subordinates.
- Excellent interpersonal, verbal, and written communication skills.
- Intermediate knowledge of Microsoft suite of products including Word, Excel, Teams and MS Office.

Other position requirements

- Regular intrastate or interstate travel, including field visits in rural locations will be required from time to time.
- Willingness to undertake a medical assessment based on meeting the inherent position requirements if required.

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

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.