



# Position Description

## Strategic Projects Officer

Faculty of Business, Justice and Behavioural Sciences

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**Classification** Level 7

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**Delegation band** [Delegations and Authorisations Policy \(see Section 3\)](#)

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**Workplace agreement** [Charles Sturt University Enterprise Agreement](#)

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**Date last reviewed** July 2024

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# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary.
2. Embed a culture of excellence across all aspects of the university’s operations.
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia.

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

<b>Our Students</b>	<ul style="list-style-type: none"> <li>• Commencing progress rate</li> <li>• Student experience</li> </ul>
<b>Our Research</b>	<ul style="list-style-type: none"> <li>• Research income</li> <li>• Research quality and impact</li> </ul>
<b>Our People</b>	<ul style="list-style-type: none"> <li>• Engagement</li> <li>• All injury frequency rate</li> </ul>
<b>Our Social Responsibility</b>	<ul style="list-style-type: none"> <li>• Underlying operating result</li> <li>• Community and partner sentiment</li> </ul>



## Faculty of Business, Justice and Behavioural Sciences

In the Faculty of Business, Justice and Behavioural Sciences our specialities are in policing, law, criminology, security, emergency management, psychology, accounting, engineering, human resources, marketing, business management, computing, customs and excise, and information technology. We possess excellent relationships with our industry, government, and community partners. Our research is high impact, practical and at world standard.

Underpinning all our actions is our purpose [Yindyamarra Winhanganha](#) 'the wisdom of respectfully knowing how to live well in a world worth living in'. We are guided by [Our vision](#) 'Australia's leading regional university advancing the careers of our students, inspiring research excellence, and driving regional outcomes with global impact' and our [four strategic focus](#) areas – Students, Research, People, Social Responsibility plus First Nations.

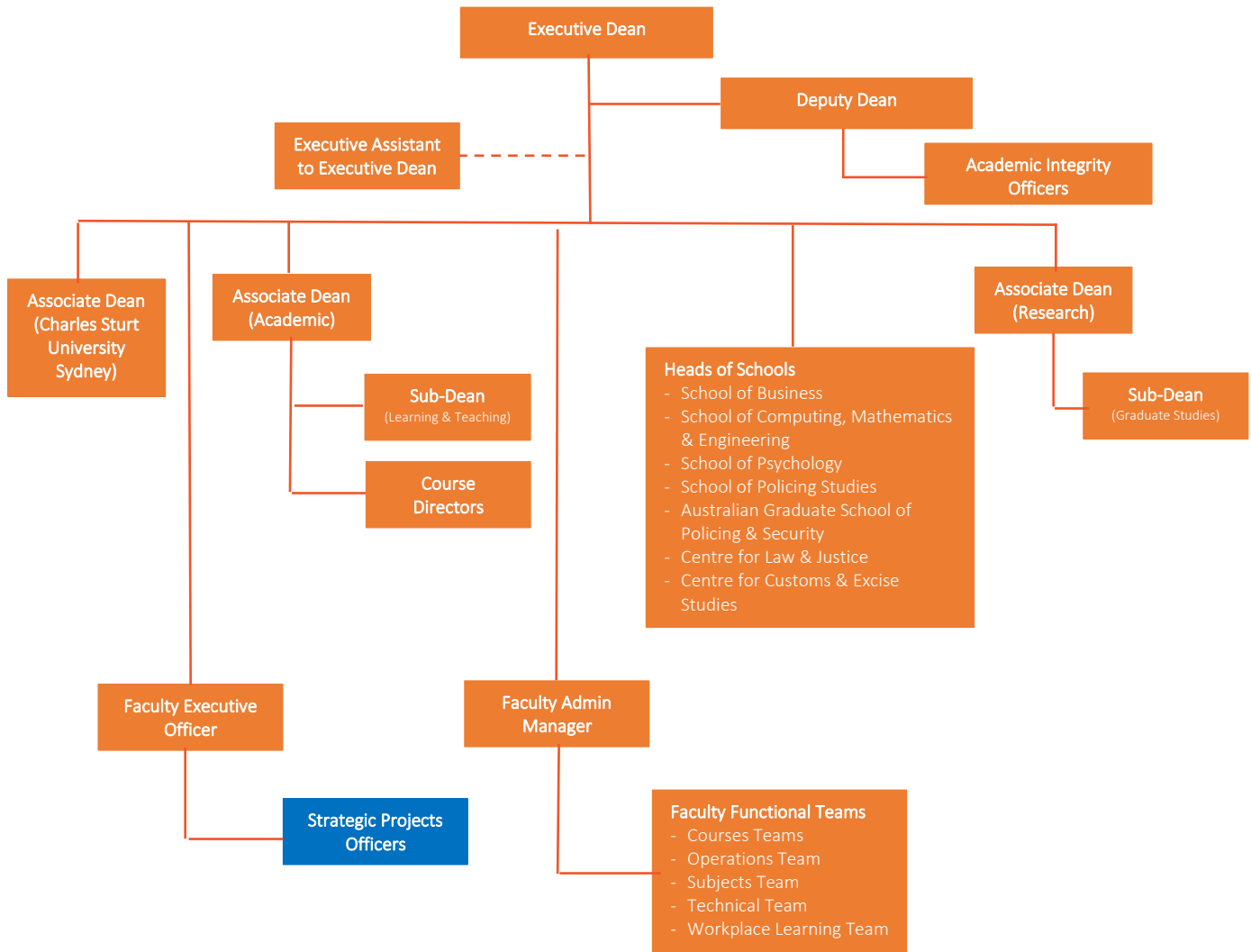
Over 300 academic staff deliver distinctive courses, online and on-campus, supported by a skilled team of professional staff. On-campus courses are delivered at the university's Albury-Wodonga, Bathurst, Canberra, Port Macquarie and Wagga Wagga campuses.

Academic staff within the faculty undertake impactful research that engages with governments and professional organisations, nationally, internationally and in regional communities, ensuring excellent supervision of Higher Degrees by Research students.

Further information on the faculty is available at: [bjbs.csu.edu.au](http://bjbs.csu.edu.au)



## Organisational chart



### Reporting relationship

**This position reports to:** Faculty Executive Officer

**This position supervises:** Nil

### Key working relationships

- Faculty Leadership Team
- Faculty Functional Teams
- Faculty Finance Business Partner
- Faculty Marketing Business Partner



- School and Centre Academics
- Partner Organisations
- All Divisions and Offices across the University
- External Industry Partners

## Position overview

The Strategic Projects Officer is accountable for the management, initiation, planning and execution of Faculty projects and initiatives to deliver within agreed timeframes, scope, budget and quality. The position works with the Faculty Leadership Team to identify business development opportunities, prepare business cases/submissions, and manage relationships with partners.

## Principal responsibilities

- Undertake project management duties in accordance with university processes and requirements, and ensure project outcomes are aligned with the Faculty and University strategic and operational goals.
- Using a project management approach, lead projects to facilitate the achievement of the Faculty's objectives, resources, timeframes and milestones.
- Conduct research and gather, analyse and interpret qualitative and quantitative information to support the activities and plans of the Faculty.
- Provide advice to the Faculty Leadership Team on business development opportunities.
- Coordinate submissions and/or prepare high-level reports for a variety of Faculty Leadership stakeholders.
- Actively contribute to a team environment that fosters and develops effective working relationships, and collaborative work practices.
- Manage and lead people to deliver on their accountabilities through effective communication of work plans, priorities and values.
- Represent the Faculty in external and internal meetings, negotiations and other forums, to support the delivery of the Faculty's programs.
- Provide high level administrative support to various Partner Committees and associated meetings including but not limited to:
  - Scheduling, minuting and creating/distributing agendas;
  - Lead the coordination of action follow up and close out;
  - Annual work plans and Partner reviews.
- Provide a high level of informed interpretation and advice to staff on the application of University and Faculty administrative and academic policies, regulations and procedures, ensuring the implementation of such policies, regulations and procedures as appropriate.
- Perform other duties appropriate to the classification as required.



## Role-specific capabilities

This section comprises capabilities from the [Charles Sturt Capability Framework](#) identified as essential or critical for success in this role.

<b>Focus on service</b>	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
<b>Be business savvy</b>	Look to add commercial value in our roles, processes and ways of working.
<b>Take action</b>	Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects).
<b>Network</b>	Bring people together and build relationships that deliver desired benefits and outcomes.
<b>Present and communicate information</b>	Speak clearly and fluently, express opinions, make presentations, respond to an audience, show credibility.
<b>Analyse</b>	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. A degree, normally with at least four (4) years subsequent relevant experience to consolidate the theories and principles learned; or extensive experience and management and/or specialist expertise; an or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Proven experience in delivering high-quality project outcomes with the ability to lead and work collaboratively, in problem-solving, reporting and analysing across multidisciplinary and multi-located teams and stakeholders.
- C. Excellent written and verbal communication and interpersonal skills appropriate for both engagement with senior Faculty staff and partners.
- D. Demonstrated ability to engage with senior Faculty staff and partners in both written and verbal forums to achieve continuous improvement in a complex environment, aligned to policy, rules and regulations.
- E. Proven ability to work independently and generate new business opportunities.

### Desirable

- F. Experience in the higher education sector, particularly in relation to business development.



Brisbane

## New South Wales

Dubbo

Port Macquarie

Orange

Bathurst

Sydney

Goulburn  
NSW Police Academy

Wagga Wagga

Canberra

Albury-Wodonga

Wangaratta  
Regional Study Centre

## Victoria

Melbourne

● - Capital city ● - Campus location

