

Position Description

Program Coordinator

Position Number: 00039767
Position Title: Program Coordinator
Date Written: October 2019

Faculty / Division: UNSW Law
School / Unit: UNSW Edge
Position Level: 5

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Delivers high performance and demonstrates service excellence.



Thinks creatively and develops new ways of working. Initiates and embraces change.



Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Values individual differences and contributions of all people and promotes inclusion.



Treats others with dignity and empathy. Communicates with integrity and openness.

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Ranked 14th in the world, UNSW Law is Australia's leader in progressive and rigorous legal education and research. Inspired by principles of justice, UNSW Law through its teaching, research and community outreach, promotes a holistic understanding of law and its role in society. UNSW Law includes more than 90 academics, many of whom are leaders in their areas of research interest. The Faculty's research is organised around a range of centres and disciplinary clusters.

UNSW Edge (Edge) is a centre in UNSW Law that provides practical, contemporary and focused life-long education to the legal profession, our alumni and other professionals who require legal knowledge and know-how.

In collaboration with the Team Leader and Director, the Program Coordinators are responsible for planning and executing courses and educational events across a range of legal and professional areas of practice.

The role of Program Coordinator reports to the Team Leader, and has no direct reports.

RESPONSIBILITIES

- Plan and execute high quality courses (both face to face and online) for legal professionals across a range of legal and professional areas in consultation with the Team Leader
- Identify those in the legal profession and the Faculty to present in the programs and work with the legal professionals to devise appropriate content
- Administrator all elements required to execute Edge program, including review and collation of workshop materials, pre and post communications with contributors and learners, and event logistics
- Monitor workflows and systems (including the LMS) whilst working with clients, facilitators, venues and third-party suppliers to ensure logistics, venue, catering, webcasting and recording, and learning environment components run as scheduled
- Provide varied and responsive administrative support to the Centre, including managing telephone and email inquiries, processing payments, data entry, reporting, and maintaining and updating the Centre's databases
- Manage the Centre's marketing and communications collateral including workshop materials, email marketing, social media posts and adverts, reports, survey and any other materials
- Perform other duties as directed by the Director and Team Leader
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

SELECTION CRITERIA

- Relevant tertiary qualifications or equivalent competence gained through a combination of education, training and experience
- Demonstrated ability in the coordination, design, preparation and delivery of seminars and courses, preferably in the legal profession

- Proven experience in drafting communications and marketing materials to a variety of audiences with the highest of standards, including the use of social media and email marketing
- Excellent written and verbal communication skills and the ability to liaise effectively with all levels of staff, clients and external stakeholders
- Demonstrated ability to work within a small team with minimum supervision and work in a continuous improvement culture
- High-level organisational and problem-solving skills, strong attention to detail and the ability to independently prioritise competing tasks and ensure deadlines are met
- Strong computer skills with proficiency with Microsoft Office (Word, Excel, Outlook and PowerPoint) and have experience with managing education through an LMS, and with social media.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.