



# SENIOR PROJECT COORDINATOR

<b>DEPARTMENT/UNIT</b>	Faculty Office
<b>FACULTY/DIVISION</b>	Faculty of Medicine, Nursing and Health Sciences
<b>CLASSIFICATION</b>	HEW Level 7
<b>DESIGNATED CAMPUS OR LOCATION</b>	Clayton campus

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and bioMedicine is recognised both nationally and internationally. From a teaching perspective, our education curriculum covers a range of disciplines, including Medicine, nursing, radiography & medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment. To learn more about the Faculty, please visit our website: [www.med.monash.edu.au](http://www.med.monash.edu.au).

## POSITION PURPOSE

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The Senior Project Coordinator provides a range of high-level project coordination and services to engage Aboriginal and Torres Strait Islander peoples with access to health courses under the banner of Hands on Health for the Faculty of Medicine Nursing and Health Sciences. The Hands on Health program facilitates and encourages prospective students to pursue careers within the health industry by providing tailored information and access to hand on student experiences. The Senior Project Coordinator delivers the Hands on Health programs by liaising with Aboriginal and Torres Strait Islander organisations and services, schools, health services and Monash university programs. In collaboration with the Gukwonderuk Unit Team the position develops project documentation, funding applications, updates and reports and undertakes a variety of complex administrative duties in support of project objectives.

The Senior Project Coordinator operates with excellence and expertise in process and judgement to provide sound and timely advice and support to project staff and other stakeholders

**Reporting Line:** The position reports to the Director, Gukwonderuk Unit, under broad direction

**Supervisory Responsibilities:** This position provides direct supervision of casual staff on an ad hoc basis

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Undertake a range of high-level project coordination duties, including: working with stakeholders to scope and plan project deliverables, monitoring and reporting against budget, timeframes and other performance indicators, managing a schedule of project meetings and planning and implementing change management strategies
2. Plan, undertake and oversee project related tasks, ensuring they are completed in accordance with agreed standards and timeframes
3. Act as a key liaison point and subject matter expert in relation to project progress and objectives
4. Undertake necessary evaluation of projects and prepare reports
5. Provide supervision and guidance to project team members, where required, including liaising with external consultants and contractors, with a focus on excellence in project delivery
6. Prepare position papers, briefings, reports and presentations for a range of audiences
7. Build and sustain relationships with an extensive network of internal and external stakeholders to support project objectives
8. Identify and report on risks to projects and implement risk mitigation strategies
9. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A degree qualification in a relevant field with extensive relevant experience; or
  - extensive experience and management expertise in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.

### Knowledge and Skills

2. Demonstrated experience working with Aboriginal and Torres Strait Islander peoples and communities
3. Advanced understanding and appreciation of Aboriginal and Torres Strait Islander history, communities, and organisations
4. An excellent understanding of the National Aboriginal and Torres Strait Islander Health Workforce Strategic Framework and Implementation Plan 2021–2031
5. Demonstrated project and event management skills with a record of successfully coordinating or supporting projects through to completion in accordance with agreed standards, timeframes and budgets
6. Planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines Demonstrated capacity to provide formal and informal leadership in a complex project
7. Demonstrated capacity to provide formal and informal leadership in a complex project
8. Relationship management skills, including the ability to interact with, and gain cooperation from with a variety of stakeholders

9. Excellent interpersonal and communication skills, including experience in developing professional documentation and presenting information
10. Advanced computer literacy with experience in the use of project management software and related application capabilities

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.