

Position Title	Project Officer
Classification	Level 6
School/Division	Education Innovation and Enterprise
Centre/Section	Education Innovation and Enterprise
Supervisor Title	Senior Project Manager
Supervisor Position Number	SR 321631
Position Number	SR 321650, SR 322329

Your work area

The Office of Education Innovation and Enterprise is responsible for:

- Digital Enhancement and Development - strategic leadership and oversight of digital uplift across the full student lifecycle. This area includes both digital enablement initiatives and digital development and capability support.
- Innovation and Business development - leading the development of innovations in partnerships with third party organisations and industry, and advances UWA's short course and micro-credentials within the UWA Lifelong Learning and Continuing Education framework.
- Employability and Career development - consolidating the multiple initiatives with respect to experiential learning at curricula and co-curricular levels to develop an overall strategy for employability, and broader forms of career development initiatives through establishing and maintaining solid partnerships and engagement with industry to stay abreast of skill requirements and resourcing needs.

Reporting structure

Reports to: Senior Project Manager

Your role

As the appointee you will, under general direction, work with the Senior Project Manager and colleagues to implement program objectives, by providing support in the development and execution of key projects for the Education Innovation and Enterprise Team.

Your key responsibilities

Provide administrative and operational support to the projects and initiatives

Prepare project plans including contributing to the project schedule, budgets and identification of partnerships

Liaise with internal and external stakeholders as appropriate

Deliver objectives identified including key milestones, initiatives, activities and events

Provide reports and advice on the progress of projects

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or demonstrated equivalent competency

Substantial relevant project and event support and senior administrative experience

Highly developed written, verbal and interpersonal skills, including experience in liaison and facilitation of key relationships with a diverse range of stakeholders

Highly developed organisational skills and demonstrated ability to monitor time and resources, to meet deadlines and to work effectively within set guidelines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Demonstrated understanding of higher education

Demonstrated ability to analyse problems and work proactively

Ability to work independently, show initiative and work productively as part of a team

Demonstrated understanding of and commitment to equity and diversity and contemporary issues facing students and their families from equity target groups

Special requirements (selection criteria)

There are no special requirements.

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [Code of Ethics and Code of Conduct](#)

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing [Safety and Health Policy](#)