



# SENIOR PROGRAM OFFICER (LEADERSHIP)

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| DEPARTMENT/UNIT  | Careers, Leadership & Volunteering |
| FACULTY/DIVISION | Campus Community Division          |
| CLASSIFICATION   | HEW Level 6                        |
| WORK LOCATION    | Clayton campus                     |

## ORGANISATIONAL CONTEXT

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There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at [www.monash.edu](http://www.monash.edu).

The **Campus Community Division** is charged with leadership, management and innovation in the provision of high quality non-academic services to students and staff at Monash. The Campus Community Division comprises Chaplaincy; Childcare; Counselling and Mental Health Programs; Careers, Leadership & Volunteering; Non Residential Colleges; Residential Services; Safer Community Unit; Student Engagement & Support Programs; Monash Sport; TeamMONASH; and University Health Services. For more information about the work we do, please visit <http://www.campuscommunity.monash.edu>.

**Careers, Leadership & Volunteering (CLV)** offers a broad range of co- and extra-curricular programs designed to create transformative opportunities for students to acquire the experience, skills and attributes that optimise their employability, global citizenship and community engagement; smooth their transition from study to employment, and enable them to manage their careers in a global and rapidly evolving employment market.

We provide a range of programs and services for students, including those offered through Career Connect, Student Futures, Student Leadership Development and Volunteering at Monash (administered by the MSA). Guided by the Focus Monash Strategic Plan and the Sir John Monash ethos of service, we foster in our students a sense of responsibility to change the world for the better and equip them with the skills to do so. For more information, please visit [www.monash.edu/career-connect](http://www.monash.edu/career-connect).

## POSITION PURPOSE

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The Senior Program Officer (Leadership) provides a range of high-level administrative and program coordination services to support the end-to-end delivery of university-wide student leadership programs. The Senior Program Officer (Leadership) works closely with program partners and key stakeholders to ensure delivery of high-quality programs and an exceptional student experience. The position supports the development of project documentation, updates and materials, and undertakes a variety of duties to support program objectives.

The Senior Program Officer (Leadership) demonstrates excellence and expertise in process and judgement to provide sound and timely advice and support to program staff and other stakeholders.

**Reporting Line:** The position reports to the Student Leadership Development Manager, working under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Provide a range of program support services including: assisting with program scoping and planning, monitoring and reporting on program progress, developing and collating program documents, reports and materials, coordinating and providing executive support to program-related committees and meetings
2. Plan and undertake program 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 program progress and objectives
4. Undertake research, analyse results, investigate options and provide recommended solutions to program related issues
5. Prepare position papers, briefings, reports and presentations for a range of audiences
6. Build and sustain effective working relationships across a network of internal and external stakeholders, with a strong focus on students, to ensure successful program delivery and outcomes
7. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of the various leadership programs

## KEY SELECTION CRITERIA

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### Education/Qualifications

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

### Knowledge and Skills

2. Excellent administration and project coordination skills with the ability to support projects or programs of work through to completion in accordance with agreed standards and timeframes
3. Experience with employability or skill development related programs, events, activities and services, with awareness of the issues facing students specific to transitioning from education to employment
4. Excellent planning and organisational skills, with experience establishing priorities and meeting deadlines
5. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative
6. Strong relationship building skills, including the ability to interact with a variety of stakeholders
7. Strong research, analytical and problem solving skills

8. Highly-developed interpersonal and communication skills, including experience in delivering presentations and developing professional documentation
9. Advanced computer literacy with the ability to use project management software

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- Possession of a current Victorian Driver Licence is desirable
- Overtime and out of hours work may be required
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

## **LEGAL COMPLIANCE**

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.