

Position Description

Senior Project Officer – Ngura Ninti Project

Position No:	NEW
Business Unit:	Office of the Provost
Division:	School of Humanities and Social Sciences
Department:	Department of Archaeology & History
Classification Level:	HEO8
Employment Type:	Fixed-term (2.5 years), 0.5 FTE
Campus Location:	Position can be performed remotely
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

Ngura Ninti ('Knowing Home') is a project led by Associate Professor Katherine Ellinghaus (La Trobe), Professor Barry Judd (University of Melbourne) and Emeritus Professor Richard Broome (La Trobe). Together with a large group of Indigenous and non-Indigenous regional editors based at universities and organisations all over the country, we are creating a Routledge-contracted, four-volume collection of key documents that will tell the story of Australian history from an Aboriginal perspective. The project entails consultation with Indigenous communities, archival research and prioritises Indigenous well-being.

We require a Senior Project Officer to provide administrative support to the Chief Investigators and the wider team, to assist with data collection and project management, organise and manage research related events and to co-ordinate regular online and in person meetings, track budgets and the progress of the Project. The project officer will also be an additional point of contact for Indigenous community members and will work to support community engagement, a vital aspect of this project.

Duties at this level will include:

- Being responsible for program development and implementation. Providing strategic support and advice to team members when their activities require integration with university policies and external requirements, and an ability to achieve objectives operating within complex organisation structures.
- Providing advice to team members about program objectives, organisational structures and budget expenditure.
- Overseeing a number of smaller related projects, and ensuring each project is managed and delivered to specification, time and budget.
- Utilising and/or managing allocated budget/resources and control all related expenditure to ensure delivery of targets/objectives within budget.
- Providing strategic support and advice to the project team requiring integration of a range of university policies and external requirements.
- Negotiating solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise and cultural backgrounds.
- Provision of high-level support for the project to support the implementation and delivery of its outcomes, including planning, communication, scheduling, committee support, analysis, coordination of activities and recording of progress and outcomes;
- Acting as the primary contact and stakeholder interface between project team members and community groups.
- Management of resources and budgets, setting priorities and monitoring work flows and systems across a several editorial teams simultaneously to ensure that maximum value is delivered to agreed schedules;
- Liaising with archives, libraries, museums and other institutions that might hold relevant archives and negotiating copyright agreements and payments.
- Ensure documents, files, artworks and digital records are managed, monitored and maintained and reporting requirements met;
- Undertake other duties as directed by the project team.

Essential Criteria

General skills and knowledge required for the position

- Degree with subsequent relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience. Demonstrated experience in a discipline relevant to the project is desirable.

- Demonstrated management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- Ability to be responsible for program/system development and implementation.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Demonstrated experience managing and controlling budgets/resources/funding and an understanding of financial management procedures.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.

Specific skills and knowledge or define tasks required for this position

- Demonstrated experience in project management and managing competing priorities to tight deadlines.
- Computer literacy in systems, including Word, Excel, Outlook.
- Experience working with Indigenous stakeholders.
- Demonstrated understanding of challenges of doing decolonised research in higher education.
- Experience engaging with Indigenous people from urban, regional and remote background and with people whose first language is not English.
- Experience travelling in remote and very remote areas is desirable.

Capabilities required to be successful in the position

- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to align individual and University goals and create a safe, inclusive, high-performing culture – modelling and enabling accountability, connectedness, innovation and care.
- Ability to cultivate and create space for creativity and innovation, enabling staff members to solve local problems and identify improvements to current work practices.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Additional licenses/ memberships or unique qualifications required specifically for this position

- Driver Licence

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:

WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials:

Date: