

POSITION DESCRIPTION

Position Title	Senior Project Coordinator
Business Unit	Health Research Institute, Faculty of Health
Appointment Level	UC Level 7
Reporting To	Dr Gweneth Leigh
Number of Direct Reports	0
Delegation Band	7
Position Number	TBC

THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has recently established its long-term ambitions through its new decadal strategy: Connected. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

OUR PURPOSE AND VALUES

Our [purpose and values](#) are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

Galambany

Together we work to empower, connect and share knowledge with our people, cultures and places.



BUSINESS UNIT OVERVIEW

The Health Research Institute (HRI) was established to consolidate and showcase the University's health research strengths, building sufficient scale, scope, sustainability, and infrastructure necessary to support world-class research. Our team examines how factors may influence your health and wellbeing: where you live and work, how you move through your community, what access you have to community facilities, how connected you are to people around you, and what interactions you have with the natural and built environment and healthcare system. Embedded in Canberra, we then work alongside community, government and industry stakeholders to translate our findings into solutions that can be applied in the real world. Our focus is research with impact – research that supports the roll out of best-practice health policy and design of strategies to achieve positive system-wide changes, in healthcare and beyond.

POSITION PURPOSE

The Schoolyard Greenprint study seeks to raise awareness around the impact of schoolyard design on student health and behaviour in secondary schools. The project involves consulting with designers, school administrators and students about those school ground design qualities that affect the wellbeing of adolescents. This new knowledge will support national conversations on the role of green spaces in schools. In particular, how to better steer processes for repairing, renewing and re-engaging with outdoor school environments for our youth.

The Senior Project Manager will work closely with the chief investigator to facilitate the efficient implementation of day-to-day operations of the Schoolyard Greenprint study. This will include providing high-level support on a wide range of administrative and project management matters. The candidate will assist in the recruitment of participants, communicate with stakeholders, organise and support the conduct of co-design workshops and surveys, help with data collection and analysis, draft reports and translate research findings into practice innovation.

At HRI, the Senior Project Manager will have access to a cross-disciplinary network of researchers and staff with expertise in mental health, urban planning, public health and the built environment exploring complex and pressing public and environmental health issues.

The Senior Project Manager will be expected to work collegially and maintain effective, productive and beneficial workplace relationships with colleagues both internal and external to the University. An understanding and interest in the design of our built environment and familiarity with issues around adolescent health and well-being would be an advantage. The successful applicant must have the capacity to work independently, as well as within a team setting. Solid writing and organisational skills are essential. Those with backgrounds in design, public health, education or landscape architecture are encouraged to apply.

PRIMARY RESPONSIBILITIES

In their role as Senior Project Manager is expected to:

1. Provide high-level administrative and project support, including preparation of key documents such as ethics applications, newsletters, and reports.
2. Develop and maintain effective mechanisms for monitoring and reporting on project objectives, deliverables and milestones.
3. Provide a point of liaison between key project collaborators, including funding bodies, project partners, working reference groups, professional membership bodies, and relevant community groups.
4. Contribute to research tasks through the collection, cleaning and analysis of data through literature searches, Qualtrics surveys and transcribing of focus group discussions.
5. Prepare correspondence, briefing papers and presentations as required.



6. Help coordinate relevant events, including organising co-design panels, roundtable discussions and webinars in close collaboration with team members.
7. Provide reference group support, including the drafting of agendas and notes, and following up actions as required.
8. Develop and maintain a cooperative working relationship with key project stakeholders.
9. Comply with all UC policies and procedures, particularly those relating to work health and safety, equal opportunity, code of conduct and sustainable work practices.
10. Undertake other duties as required as consistent with the classification of the position in line with the principles of multiskilling.

KEY CAPABILITIES

Key Capabilities	Descriptors
1. Leadership	<p>1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.</p> <p>1.2 Connects the University Strategy with the Portfolio and reinforces connections with other staff.</p> <p>1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.</p> <p>1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.</p> <p>1.5 Showcases diverse voices and perspectives and seeks and values unique contributions and promotes accessibility to all.</p>
2. Citizenship	<p>2.1 Upholds, demonstrates, and promotes the university's purpose and values.</p> <p>2.2 Promotes diversity of thought and creates an inclusive workplace where people feel a sense of belonging.</p> <p>2.3 Looks beyond own point of view to consider needs of others and looks for opportunities to create belonging, support reconciliation, diversity, and inclusion.</p> <p>2.4 Manages accessibility concerns to promote equity.</p>
3. Effective Communication	<p>3.1 Adjusts message and delivery appropriate to audience.</p> <p>3.2 Listens authentically to others to understand content and context and effectively communicates ideas.</p> <p>3.3 Produces accurate and effective information in a timely and efficient manner.</p> <p>3.4 Influences and negotiates persuasively.</p> <p>3.5 Builds cultural competence and adaptive communication skills.</p>
4. Collaboration	<p>4.1 Connects and collaborates with our community.</p> <p>4.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>4.3 Authentically and meaningfully connects with people who are different to self.</p> <p>4.4 Is open to a variety of ideas, experiences, and styles.</p> <p>4.5 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.</p>
5. Delivers results	<p>5.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>5.2 Responds to changing circumstances and priorities.</p> <p>5.3 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</p>
6. Business Acumen	<p>6.1 Understands the purpose of own position and how this contributes to the objectives of the University.</p> <p>6.2 Manages resources effectively.</p> <p>6.3 Understands the commercial context the University operates in.</p>
7. Service	<p>7.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.</p> <p>7.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.</p>
8. Digital Literacy and Innovation	<p>8.1 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.</p> <p>8.2 Appreciates the legal, ethical and security guidelines in the management, access and use of data.</p> <p>8.3 Isn't afraid to have an impact. Inspires others to be innovative. Is brave, stirs curiosity and shares ideas and discoveries that shape our future.</p> <p>8.4 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.</p> <p>8.5 Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.</p>

Note: This position requires a skill level that assumes knowledge or training equivalent to graduate qualifications, or extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.

While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:

- comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation
- cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers
- assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability