

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Project Officer 0.5 FTE

Level: Level 5 (Limited Term)

Faculty/Division: Faculty of Social Sciences

Department/Location: School of Education

Primary purpose of the position:

The role supports Education Program Convenors/Coordinators to roll out quality programs designed for teachers of NSW Primary and Secondary Schools and from overseas. The role encompasses project planning and budgeting, marketing with the support of the Faculty Social Science Marketing team and process improvement for future programs.

Position Environment:

The Faculty of Social Science was created following the Faculty restructure in 2012. As a result of the 2013 Schools Review the Faculty of Social Sciences includes the School of Education, the School of Psychology, the School of Health and Society and the Department of Geography and Sustainable Communities. The disciplines include education, psychology, social work (2015), public health, occupational health and safety, geography and the land and heritage management. In 2015 the Faculty of Social Sciences will introduce a Bachelor of Social Sciences that will draw its majors from the specialisations available within the Faculty.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Provide high level administrative support to the School of Education projects including gathering requirements, facilitating project meetings, assigning and tracking tasks and evaluating project success.	20%	
2. Coordinate with Project staff, and the Faculty Finance Unit to administer project budgets including the preparation of budgets, forecasts and expense tracking.	20%	
3. Work with the Faculty Marketing Team to deliver market intelligence to guide strategy for commercial projects.	20%	
4. Work with the Project Assistant to build and maintain target customer databases for the purposes of marketing professional learning courses to teachers. Work with Faculty Marketing Team to execute marketing tactics including production of advertising copy and executing direct marketing.	20%	
5. Liaison with Project stakeholders including Program Coordinators, External Agents and other school staff.	20%	
6. Observe principles and practices of Equal Employment Opportunity	Ongoing	
7. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Senior Manager/Education School Manager

The position supervises the following positions: Nil

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated excellent written and verbal communication skills;
- Demonstrated experience in administering projects
- Demonstrated interpersonal skills with an ability to build effective working relationships with internal and external stakeholders
- Demonstrated analytical skills to analyse data, interpret and make recommendations and produce reports

SELECTION CRITERIA - Education and Experience:

Essential:

- Degree in an appropriate discipline and/or a combination of experience and education/training and experience deemed appropriate
- Demonstrated skills and experience in providing a high level of customer service;
- Demonstrated experience in working as a member of a team
- Demonstrated high level organisational experience including an attention to detail, a capacity to meet strict deadlines and manage conflicting priorities; and
- Demonstrated experience using Microsoft Office suite of computer software including Excel spreadsheets

Personal Attributes:

- Ability to work individually and as part of a team
- Capacity to manage issues of a sensitive nature ensuring confidentiality;
- Ability to use initiative to creatively solve problems, take responsibility and to learn new processes;
- Commitment to ensuring a task is completed; and
- Cross cultural sensitivity

Special Job Requirements:

- Some out of hours work may be required
- Flexibility will be key as successful candidate will, at times be, required to work across all areas of the School.

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____