

POSITION DESCRIPTION – Professional Services Staff For levels 1 to 5

Position Title: Project Manager Level: 5
Faculty: Social Sciences Department: Education and ESRI

Primary purpose of the position:

To provide management of a large sports-based mental health project by organising and coordinating the administration of the project, including management of project finances, data systems, and travel arrangements

Position Environment:

This position will contribute to the strategic research direction of the Faculty of Social Sciences and the Early Start Research Institute, as well as the University Global Challenges program (Living Well, Longer). The position will involve working alongside researchers within the Early Start Research Institute as well as multiple stakeholders to ensure smooth progression of this major research project.

Major Responsibilities:

Tasks	Percentage of time
1. Coordinate and organise the administration for the sports-based mental health project, including the management of multiple stakeholders from the sports sector.	Ongoing
2. Design, develop and maintain filing systems and relational databases for the project, including financial records.	Ongoing
3. Making travel and meeting arrangements, including airfares, accommodation, car hire and liaison with stakeholders and researcher partners.	Ongoing
4. Be the first point of contact for the project, and manage queries for both internal and external partners via phone, email or face to face in a timely and accurate manner.	Ongoing
5. Undertake data and information collection and analysis including preparation of detailed reports as required.	Ongoing
6. Observe principles and practices of Equal Employment Opportunity	Ongoing
7. Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing

Reporting Relationships:

Position Reports to: Dr Stewart Vella

The position supervises the following positions: Nil

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- High level organisational skills.
- High level interpersonal, oral and written communication skills.
- High level analytical and problem solving skills.
- Demonstrated ability to use own initiative.
- Demonstrated ability to work independently or as a team member.
- Ability to work under pressure to meet deadlines provided by internal / external clients.
- Demonstrated capacity to exercise a degree of independence and judgment in the performance of work activities.

SELECTION CRITERIA - Education and Experience:

Essential:

- Relevant degree or diploma, or experience/education/training deemed to be equivalent.
- Demonstrated experience working both independantly and as a member of a busy team.
- Demonstrated experience in meeting strict deadlines and managing competing priorities.
- Experience in the use of Microsoft Word, Excel, PowerPoint and an electronic diary system.

Personal Attributes:

- Dependable, responsible and reliable.
- Adaptable and flexible.
- Able to communicate with people from a wide variety of backgrounds.
- Motivated and enthusiastic.
- Strong attention to detail.

Organisational Chart:

Organisational chart coming soon

Special Job Requirements:

Nil

Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.

- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

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.