

**Project Officer –Strategy & Development  
POSITION DESCRIPTION**

320/

<b>Position Title:</b>	Project Officer (Strategy & Development )	<b>Position Number:</b> New	<b>Faculty/Division:</b> Sciences
<b>Classification:</b>	HEO7	<b>No. Direct Reports: &amp; Highest Classified Position:</b>	<b>School/Branch:</b> Faculty Office
<b>FTE: 1</b>	<b>Reports to:</b> Faculty Executive Manager	<b>Fixed Term</b>	<b>Discipline/Unit:</b> n/a
<b>Position Summary:</b>	<p>The Faculty of Sciences has an annual budget of approximately \$160M with more than 700 staff and 3,500 students across four Schools and three campuses. The Faculty is also host to three Research Institutes and several Centres. The Faculty Office acts to support each of the Faculty's Schools deliver teaching programs at the undergraduate and postgraduate level and contribute to research and research training capabilities and outcomes.</p> <p>The Project Officer (Strategy &amp; Development) supports the implementation and progress of various projects related to strategic initiatives and other programs of work within the Faculty of Sciences. Reporting to the Faculty Executive Manager, this position is responsible for managing, coordinating and communicating the operational aspects of number of projects and the preparation of detailed reports aimed at achieving the Faculty's objectives. In delivering this role, the position will also forge and maintain productive working relationships with the professional staff teams within the Faculty and within other University units.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	Working under limited direction, the Project Officer plays a significant role in formulating and delivering on agreed program of Sciences strategic initiatives and contributes to University wide programs. Initiatives are expected to cover business improvements activities in various Faculty portfolios and assistance to the Faculty Executive Manager in the delivery of business development and review processes, including the Professional Services Review in Sciences. This includes scoping and planning of projects, development of comprehensive reports, timeline and communication plans and reviews of current activity and processes.	
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>▪ Faculty Senior Managers</li> <li>▪ Academic and professional staff</li> <li>▪ Division of Services &amp; Resources</li> <li>▪ Division of the Deputy Vice-Chancellor &amp; Vice-President (Academic)</li> <li>▪ Central University services</li> </ul>	
	<b>Special conditions</b>	Some out of hours work may be required. Some travel between campuses will be required. Reasonable workplace adjustments will be made for people with a disability.	
	<b>Delegations</b>	n/a	

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<p><b>Key Responsibilities and Outcomes</b></p> <p>Describe the key responsibilities and outcomes required for the role in the normal course of work</p>	1	Project co-ordination and Faculty support	<ul style="list-style-type: none"> <li>▪ Co-ordinate the scoping, planning, monitoring and evaluation of new project initiatives in consultation with the relevant staff.</li> <li>▪ Contribute to the development of projects, timelines and communication plans, including the preparation of comprehensive reports, briefing papers and presentations as appropriate.</li> <li>▪ Provide specialist input and advice to ensure project objectives and requirements are met.</li> <li>▪ As required participate and/or lead related sub-committees and working groups and undertake any follow up actions after meetings.</li> <li>▪ Undertake benchmarking, research, data gathering and analysis as relevant to each project.</li> <li>▪ Ensure all project documentation is maintained in accordance with Faculty of Sciences Office protocols.</li> </ul>
	2	Support business development and improvement processes	<ul style="list-style-type: none"> <li>▪ Contribute to the planning and preparation of business development and improvement proposal as appropriate, including compiling regular information, statistics, and producing written reports</li> <li>▪ Understand business processes and working practices across the Faculty and the University to ensure that any changes will minimise disruption and drive tangible business benefits</li> <li>▪ Contribute to the development of processes and systems that enable quality delivery to students and/or clients.</li> <li>▪ Ensure consistent, accurate, appropriate and timely communications are delivered to all stakeholders.</li> </ul>
	3	Support the Professional Services Reform delivery in Sciences	<ul style="list-style-type: none"> <li>▪ Contribute to the development and preparation of Professional Services Reform proposal processes as appropriate, including compiling regular information, statistics, and reports on the implementation of the PSR for key Faculty stakeholders.</li> <li>▪ Provide executive support to the Sciences Professional Services Reform Working Group including organising and recording of all Group decisions, disseminating documentation and ensuring timely and effective communications and updates</li> <li>▪ Review activities and processes as they may relate to adoption of a new structures and provide advice and recommendations to the Faculty Executive Manager</li> <li>▪ Assist in the full range of staff recruitment and selection processes within agreed timeframes.</li> </ul>

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	4	Stakeholder engagement	<ul style="list-style-type: none"> <li>▪ Develop and maintain productive relationships with key University units and ensure effective communication within the relevant areas.</li> <li>▪ Work closely with academic and professional staff of the Faculty to ensure consistent Faculty-wide implementation of initiatives</li> </ul>
<b>Criteria</b>	<b>Capabilities and Behaviours</b>	Communication	<ul style="list-style-type: none"> <li>▪ Composes communications which convey specialised concepts in order to influence outcomes or decisions.</li> <li>▪ Tailors communication style and delivery method to the level of the audience.</li> <li>▪ Prepares and delivers confident and persuasive presentations.</li> <li>▪ Knows the audience, and identifies and uses this knowledge to build strategies to influence outcomes.</li> <li>▪ Organises events and meetings to facilitate information sharing.</li> <li>▪ Negotiates agreement on complex issues.</li> </ul>
		Achievement Drive	<ul style="list-style-type: none"> <li>• Actively seeks out feedback from others on own performance.</li> <li>• Able to quickly prioritise conflicting demands and evaluate opposing arguments</li> <li>• Sets targets to achieve results</li> <li>• Motivates self and others to focused efforts to meet deadlines even in demanding timeframes.</li> </ul>
		Leadership	<ul style="list-style-type: none"> <li>▪ Leads by collaboration and facilitates leadership in own areas of responsibility.</li> <li>▪ Motivates and coaches team to high performance</li> <li>▪ Utilises a range of leadership styles</li> <li>▪ Recognises critical issues for the organisation and seeks to address these.</li> <li>▪ Inspires a sense of purpose and direction.</li> <li>▪ Understands how others perceive them and their role and works to break down perceptions that interfere with effective work interactions.</li> </ul>
		Relationship Building	<ul style="list-style-type: none"> <li>▪ Works collaboratively to reduce organisational ‘silos’.</li> <li>▪ Focuses upon establishing and maintaining productive relationships with key internal groups to ensure collaborative work practices.</li> <li>▪ Develops a broad network of useful contacts both inside and outside the University.</li> <li>▪ Actively fosters productive two-way flow of ideas.</li> </ul>
		Strategic Thinking	<ul style="list-style-type: none"> <li>▪ Creates operational plans that realise strategic goals.</li> <li>▪ Considers longer term (3-5 year) implications in planning process.</li> <li>▪ Holds a broad view of a situation whilst continuing to manage operational procedures.</li> <li>▪ Translates the strategic vision into achievable actions.</li> <li>▪ Understands underlying problems, opportunities or political affecting the University.</li> <li>▪ Represents a positive profile for the University to the external community on specific issues.</li> </ul>

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	<p><b>Knowledge and Experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrated experience in scoping, developing and implementing strategic initiatives using a project management approach.</li> <li>▪ Demonstrated experience in working consultatively with governance committees, executives and senior managers to effect strategic change.</li> <li>▪ Sound knowledge of the Australian Higher Education sector, particularly in the Sciences field.</li> <li>▪ Demonstrated ability to communicate to a diverse client group, using influential verbal, written, and presentation communication skills.</li> <li>▪ Proven experience in achieving broad objectives while operating within complex organisation structures.</li> </ul>
	<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ An appropriate tertiary qualification with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training</li> </ul>
<p><b>Occupational Health, Safety and Welfare Requirements</b></p>	<ul style="list-style-type: none"> <li>▪ All Supervising staff are required to implement and maintain the University's OH&amp;S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.</li> </ul>	
<p><b>University Expectations</b></p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>▪ Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;</li> <li>▪ Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions;</li> <li>▪ Perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>▪ Read, understand and comply with all University policies and procedures.</li> </ul>	

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<p><b>Approvals:</b> Head of School / Branch Manager</p>	<p><b>Head of School / Branch Manager</b> Name: Signature: Date:</p>	<p><b>Director Human Resources</b> Name: Signature: Date:</p>
<p><b>Acknowledgement of Incumbent</b></p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	