

Position Description – Senior Project Officer

Updated April 2024

POSITION DETAILS	
College/Portfolio	Education, Psychology & Social Work
Organisational Unit	College Services
Supervisor (Title)	Dean, Education
Classification	Higher Education Officer level 7
Employment Type	Fixed-term, full-time

POSITION SUMMARY
<p>The Senior Project Officer provides high-level coordination, support for and delivery of executive-led projects and initiatives prioritised by the Dean Education to support the achievement of University and College strategic plans. Projects will involve accreditation of Early Childhood Education degrees and Birth-5.</p> <p>The position is an important interface between the College leadership, requiring the ability to work effectively within a matrix environment, leveraging across College teams and engaging with a diverse range of internal and external stakeholders.</p> <p>The incumbent will receive broad direction from members of the College Leadership Team and, in the main, will determine their own priorities and work plans consistent with the desired outcomes and the priorities of the College, the incumbent is expected to operate within a framework of broad operational policies and external requirements.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Senior Project Officer is accountable for:

1. Providing tailored assistance to the College Leadership Team on the development and implementation of a broad range of projects and initiatives in support of the College strategy.
2. Coordinating, managing, delivering and supporting executive-led projects in promotion of College priorities and strategy including improved student experience, new courses, improved research performance, staff development, culture, partnerships and efficiency.
3. Undertaking research and analysis across a broad range of issues and providing critical comment, briefings and reporting to the College Leadership Team in relation to active and planned initiatives.
4. Providing high level support to College Leadership Team in the development and promotion of proposals, papers and strategic initiatives.
5. Drafting correspondence, reports, presentations and submissions on behalf of the College Leadership Team in relation to specified projects, including responses to complex requests to both internal and external parties.
6. Preparation and compilation of diverse and complex reports, presentations and management papers.
7. Establishing and maintaining effective and strategic working relationships with College leadership team, members of the College, associated research institutes and other internal and external stakeholders.
8. High-level administrative support to help facilitate College and University change initiatives, process improvements and communication.
9. Adopting a high-quality and consistent approach, utilising University systems, tools and processes to optimise delivery of agreed outcomes.
10. As appropriate, organising and providing support for external visitors, including travel, accommodation, function logistics and workspaces as required.
11. Act as a key support for the College Leadership Team to promote and advance College priorities.
12. Provide high level support to committees and working groups, including the preparation of agenda papers, minutes, correspondence and undertaking any follow up actions.
13. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Relevant tertiary qualification, or equivalent combination of experience and/or education and/or training.
- Demonstrated high-level project coordination and project management experience.

- Demonstrated experience in leading and motivating project team members to deliver high quality services and outcomes.
- High-level communication, interpersonal and negotiation skills with demonstrated capacity for confidentiality and ability to cooperate and communicate effectively with people at all levels. Demonstrated experience in mentoring and guiding staff and working collaboratively within a team.
- Well-developed written communication skills, including demonstrated capacity to respond to enquiries in confidence, autonomously and draft correspondence and high-quality reports with recommendations for complex and sensitive issues.
- High-level organisational skills, including demonstrated ability in problem solving, priority setting and working to deadlines with high quality outcomes, apply attention to detail and relate tasks to the wider context.
- Demonstrated commitment to high quality outcomes, including an attention to detail, the ability to collate and analyse information from a wide range of sources, and an ability to relate tasks to the wider context.
- Demonstrated ability to exercise independent judgement within broad guidelines, take initiative, and show ability to be flexible and adaptable.
- Demonstrated ability to collate and distil information from a wide range of sources and assist with or prepare and compile briefing papers, proposals, presentations and background documents.
- Well-developed problem-solving capabilities and the ability to work with broad supervision to determine and prioritise tasks and meet deadlines.