

UTS POSITION DESCRIPTION

UTS:HUMAN RESOURCES

Position Title	PROJECT OFFICER
Unit/Division or Faculty	OFFICE OF THE DEPUTY VICE-CHANCELLOR (RESEARCH)
Position Number	
Current HEW Level	HEW 7
Job Family(HR Use Only)	
ANZSCO Code (HR Use Only)	

POSITION PURPOSE

The Project Officer is responsible for providing project support and coordination for a variety of activities in support of the UTS 2027 Strategy. The appointee will undertake project planning and delivery, undertake analysis, act as secretariat for project working and advisory groups, as well as participating in other activities as required to support the efficient and effective operation of the Office of the Deputy Vice-Chancellor (Research).

ENVIRONMENT AND DIMENSIONS

The University of Technology Sydney is one of Australia’s leading universities of technology, with around 40,000 students and 3,100 staff. UTS has a distinct model of learning, strong research performance and a leading reputation for engagement with industry and the professions.

The DVC(R) is responsible for research policy development and general oversight of the University's research activities, postgraduate education, industry liaison, intellectual property and commercialisation.

The Research portfolio responsibilities include:

- Institute for Public Policy and Governance (IPPG)
- Institute for Sustainable Futures (ISF)
- Research and Innovation Office
- Graduate Research School

RELATIONSHIPS

Supervision

The Project Officer reports to the Divisional Executive Officer and has working relationships with the Deputy Vice-Chancellor (Research), Manager, Research Integrity & Research Programs and Executive Assistant in the Office of the DVCR (ODVCR).

The Project Officer will also be accountable to various project sponsors, including the Assistant Deputy Vice-Chancellors (Research). No positions report to the Project Officer, however the Project Officer may be required to negotiate and coordinate the work of others providing input to projects and activities.

Collaboration and Communication

Internal

The Project Officer will maintain a close working relationship between business units within the Division of Research including the Graduate Research School (GRS) and Research and Innovation Office (RIO) in order to coordinate the successful delivery, monitoring and resourcing of priority divisional projects.

The role also liaises regularly with the management and staff of other areas of the University and is expected to develop and maintain collaborative relationships with Associate Deans Research, Research Division staff, Faculty Research Offices and staff in other central units such as Human Resources, Finance Services, Planning and Quality, and Marketing and Communications. The Project Officer will work closely with project team members across UTS and will consult with project stakeholder groups as necessary.

External

The Project Officer may be required to liaise with industry partners, government agencies, and/or other universities, depending on the projects undertaken.

MAJOR RESPONSIBILITIES	
Major Functions	Outcome
Project Support <ul style="list-style-type: none">• Provide project support and coordination for strategic projects for the Office of the DVC (Research) business plan.• Support project sponsors to effectively manage time, resources and budgets, monitor progress and advise proactively of any risks/issues relating to the project.• Proactively provide advice and recommendations to project sponsors.• Prepare high quality documentation, including project plans, proposals, project status reports, presentations and papers.• Provide support to project working groups and advisory committees as required, identifying issues to be resolved, drafting agendas, taking notes and minutes, following up on actions and communication of issues.• Coordinate project reporting to UTS governance committees, for example the Research Committee, ADRs, SEM and VCMG.• Develop strategies to foster effective communication and engagement with project stakeholders and act as a key communication point for the project. Support the development and maintenance of consultation plans and	<p>Strategic projects are completed to agreed budgets and timeframes and deliver agreed outcomes.</p> <p>Stakeholders are proactively informed of risks, issues and progress.</p> <p>Effective project governance is in place.</p> <p>Effective stakeholder engagement and communication plans are in place.</p>

disseminate information through formal and informal communication networks.	
Stakeholder Liaison <ul style="list-style-type: none"> Support the Office of the DVCR to maintain an effective working relationship with Divisional work units, including GRS and RIO. 	Effective co-ordination of priority projects between Divisional units.
Office of the DVC (Research) Support <ul style="list-style-type: none"> Undertake other activities as required to support the Office of the Deputy Vice-Chancellor (Research). 	Efficient and effective Office of the DVC (Research) support.

POSITION CHALLENGES

- The incumbent will need to produce work of a high standard in an environment of competing priorities and challenging timeframes.
- This incumbent needs to engender the trust and confidence of project participants and stakeholders, managing, facilitating and influencing across all levels.
- The incumbent is expected to exercise judgment about when it is appropriate to refer matters, make decisions and otherwise act on behalf of project sponsors.
- The Project Officer will be required to work on multiple projects and activities simultaneously and will need to effectively balance competing priorities.
- The Project Officer will work closely with senior and/or academic staff across faculties and divisions, who may have competing priorities and different levels of resourcing.

AUTHORITY

- The Project Officer reports to the Deputy Vice-Chancellor (Research), but has autonomy in work organisation and priority setting within agreed project objectives and priorities.

HEALTH AND SAFETY

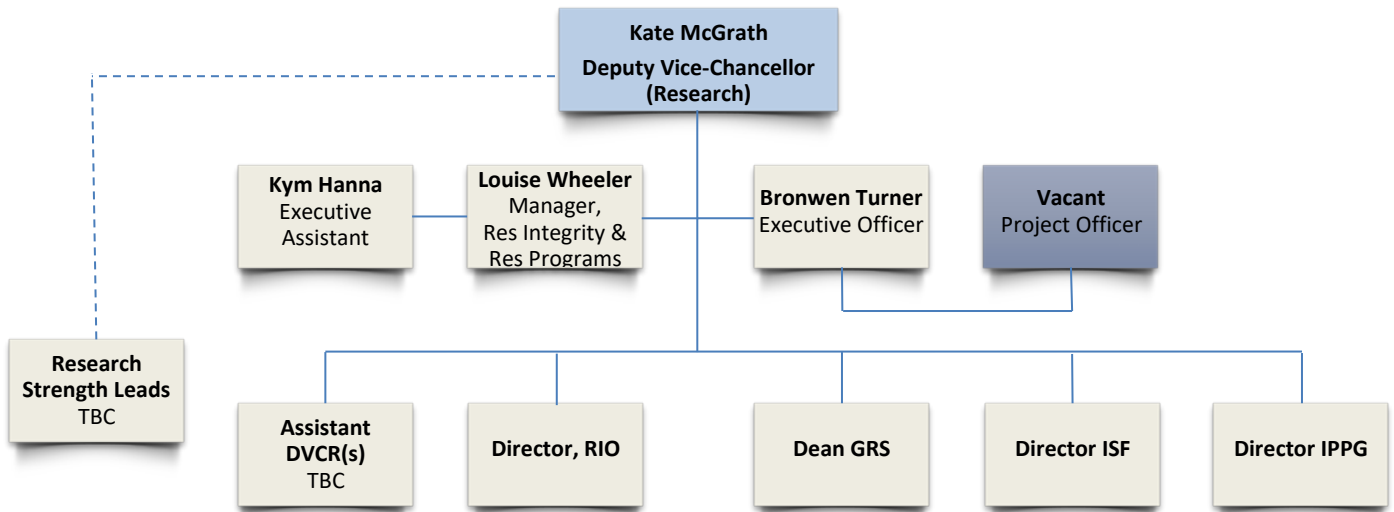
All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.
- report all accidents, incidents and hazards to their supervisor as soon as is practicable

RECORDS MANAGEMENT

- Create and collect records that document the incumbent's activities.
- Manage records consistent with university procedures.
- Ensure a Records Management Plan is developed and implemented and records are captured into the official recordkeeping system.
- Ensure colleagues are aware of the Records Management system and are adequately trained.
- Encourage good record keeping practices as a routine part of the way the area operates.
- Inform University Records of Record Contact changes.

ORGANISATION CHART



Leadership Capabilities For Role

Pipeline Category	Leading Strategically	Collaborating and Engaging	Leading Teams	Presence and Awareness	Leading Performance
Capabilities	Understands UTS strategic plan and how it relates to them; incorporates UTS strategy in planning; anticipates risks and develops mitigation strategies	Navigates multifaceted political situations; anticipates risks and plans accordingly; manages complexity	Embraces cultural diversity within UTS; champions and supports equality; treats individuals consistently and fairly	Articulates an authentic and believable message; influences through engaging, effective and meaningful communication	Understands the higher education sector, keeps up with legislation, policies, technology and information affecting UTS
	Demonstrates knowledge about how UTS works; knows how to get things done through both formal channels and informal networks	Demonstrates flexibility and adaptability in difficult situations; displays balance, thoughtfulness and strength			Seeks out solutions; probes and looks beyond the status quo; analyses and finds solutions; makes timely and accurate decisions

KEY SELECTION CRITERIA

UTS: Human Resources

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Skills and Attributes

- High level communication and interpersonal skills with the ability to develop effective networks to influence outcomes, and work with diverse people across all levels in respectful and culturally appropriate manner
- Excellent organisation, planning, coordination and administration skills
- Demonstrated project management experience and abilities, including the ability to engage others, build partnerships and facilitate effective working relationships that produce results
- Excellent written communication skills, including experience with report writing
- Demonstrated skills in identifying and working with a range of data sources to produce high level proposals and reports
- Confidentiality and discretion when dealing with sensitive information
- Proven analytical, decision making and problem solving abilities, with a strong attention to detail
- Ability to work autonomously and collaboratively in a team environment
- Strong computer skills including demonstrated experience using Microsoft Office applications, in particular spreadsheets, project management tools and presentation software.

Knowledge

- Knowledge of, and commitment to, EEO principles
- A good knowledge of the research environment within the higher education sector is desirable

Qualifications

- An equivalent combination of relevant knowledge or training equivalent to degree qualification or relevant experience or training
- Formal project management qualifications and/or training desirable but not essential

Experience

Demonstrated:

- Analytical skills
- Ability to successfully plan, manage and deliver projects of various sizes and types
- Ability to liaise effectively with internal and external stakeholders at all levels
- Experience in research management and the higher education sector