Position Description

Project Officer – Student Led Activities

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<th>Level:</th>
<th>7</th>
<th>Date:</th>
<th>February 2015</th>
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<tbody>
<tr>
<td>School/Unit:</td>
<td>Dean's Unit</td>
<td>Faculty/Division:</td>
<td>Faculty of Engineering</td>
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<tr>
<td>Written by:</td>
<td>Dr Emma Bowen – Faculty General Manager</td>
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POSITION SUMMARY

This purpose of this position is to support the on-going enhancement of the student experience through providing high quality and proactive advice and support to a range of strategically important student led projects and activities within the Faculty of Engineering. The position assists the Academic leaders of the identified student-led teams in providing overall high level management advice, project management support, management of all project administration and providing hands on support to ensure smooth running and success of the activities.

ORGANISATIONAL ENVIRONMENT

The Faculty of Engineering is the pre- eminent faculty of engineering studies in Australia, covering a broad range of engineering disciplines across nine Schools. It is one of the largest Faculties at UNSW. The Faculty supports a range of hands-on, student led projects that provide the opportunity for students to gain practical experience of classroom theory, practical design and project management.

Projects currently include:

- SUNSWIFT
- Redback Racing
- Blue Sat (Balloon launch and Rover racing)
- UNSW FIRST Robotics
- Robo Cup

The Faculty also supports student based societies which currently include:

- Eng Soc
- Apacd
- CREATE

Projects and Societies may change over time as new opportunities arise.

Statistics

The Faculty of Engineering is a national and international leader in engineering research and education. The Faculty comprises 9 Schools and in 2010 had a total enrolment of 8,931 students of whom 3,546 are international students.

For more information about the Faculty of Engineering please refer to the Faculty website: http://www.engineering.unsw.edu.au/about-the-faculty.
Reporting Relationships

The Project Officer, Student Led Activities reports to the Associate Dean for Education and has close links with each School, the Faculty General Manager and the Faculty Marketing Manager.

The Project Officer works closely with the relevant academic supervisor of each project, students, Heads of Schools and other staff within the Schools, Faculty and university as appropriate.

KEY DUTIES & RESPONSIBILITIES

The Project Officer will be required to act with a high level of autonomy and initiative and have a can-do attitude to ensure that all of the student-led projects are managed effectively and are supported to achieve success.

- Provide high level advice and support to the Academic lead and the students on each project in ensuring good management, logistics support, budgeting and financial projections, planning and documentation. Provide relevant guidance about university systems and procedures and build strong relationship links with faculty and relevant school to ensure academic and admin support for projects.
- Provide administrative support to key identified Academics (such as finance, HR, WHS, scheduling time and facilities) and projects as determined by the Dean, ensuring that administration meets appropriate guidelines and linkages across the faculty are established (avoid administrative duplication between schools and faculty in supporting these teams)
- Work with current and future Faculty based student societies to ensure cohesion and harmony of offering, high levels of student engagement and positive student experience. This will include proactively working with administrative support staff to manage engagement, business plans and Faculty wide proposals from the societies, setting up approvals processes where necessary.
- Advise and support each of the groups to identify and engage with potential sponsors to obtain their own sponsorship
- Effectively engage with the Crouch Innovation Centre and key student teams to ensure exposure and access to the Innovation Centre facilities.
- Understand School based societies to ensure links are formed between inter and intra faculty and school societies.
- Provide reporting on any financial commitments as agreed.
- Provide advice to relevant University and Faculty Steering Committees regarding projects and provide accurate and timely information and reports to management.
- Effectively manage compliance, corporate governance and due diligence requirements of all projects (such as finance, contracts, work health and safety) so as to minimise risk to the operations of the School and thereby the University.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others
SELECTION CRITERIA

- Relevant tertiary qualifications (Business, Accounting, Administration) with subsequent relevant professional or management experience (or an equivalent level of knowledge gained through any other combination of education, training and/or experience)
- Demonstrated project management experience and experience in managing a broad range of administration including budgeting and management reporting
- A sound understanding of and commitment to high quality student experience and engagement, ideally in an Engineering Faculty, in a leading, research-intensive University
- Demonstrated high level analytical and problem solving skills
- Excellent interpersonal skills and ability to build and foster strong relationships across a broad range of stakeholders and a proven ability to work across different business units to achieve effective outcomes
- Excellent communication, negotiating and influencing skills with superior professional presentation attributes and standards
- High level organisational skills and the ability to work with initiative and under minimal supervision to effectively achieve goals
- Understanding and ability to effectively monitor and manage compliance and risk
- Knowledge of and commitment to the principals and application of Equal Employment Opportunities, Anti-discrimination legislation and Occupational Health and Safety legislation in the work place.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role as student engagement needs change.