



Australia's  
Global  
University

## Position Description

# Executive Education Project Officer

*Position Number: 00083834*  
*Position Title: Project Officer*  
*Date Written: February 2020*

*Faculty / Division: UNSW Business School*  
*School / Unit: Centre for Social Impact*  
*Position Level: Level 6*

### ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

### VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Demonstrates  
Excellence

Delivers high performance and demonstrates service excellence.



Drives  
Innovation

Thinks creatively and develops new ways of working. Initiates and embraces change.



Builds  
Collaboration

Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Embraces  
Diversity

Values individual differences and contributions of all people and promotes inclusion.



Treats others with dignity and empathy. Communicates with integrity and openness.

## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Business School is a leader in business education and research in the Asian region and one of the largest Business Schools in Australia with more than 16,500 students, 500 academic and professional staff and more than 80,000 alumni and partners. The Business School offers a full suite of business degree programs at undergraduate, postgraduate, coursework and research levels, including the AGSM MBA programs and a range of Executive Programs. Its direction is guided by a business advisory council of leading CEOs, chairpersons and other business leaders.

The Business School's reputation is built on its outstanding staff, students and alumni and a cultural diversity which ensures an international focus. It also has a long history of deep industry engagement, and takes pride in the impact it has through its educational and research activities. The School is frequently ranked among the top 50 in the world, and in some areas among the top 20, according to global indicators. For further information, see: <https://www.business.unsw.edu.au/>

The **Centre for Social Impact** (CSI) is a national research and education centre dedicated to catalysing social change for a better world. CSI is built on the foundation of three of Australia's leading universities: UNSW Sydney, The University of Western Australia, and Swinburne University of Technology.

Our **research** develops and brings together knowledge to understand current social challenges and opportunities; our postgraduate and undergraduate **education** develops social impact leaders; and we aim to **catalyse change** by drawing on these foundations and translating knowledge, creating leaders, developing usable resources, and reaching across traditional divides to facilitate collaborations.

CSI National and CSI UNSW is located on the UNSW Sydney campus (Kensington) within the UNSW Business School where the centre is aligned with the strategic priorities of the University and from where it leads interactions with students, alumni, industry, government, professional bodies, and the community.

CSI UNSW comprises research, education, and centre operational teams, a national marketing & communications team and the CEO.

## EXECUTIVE EDUCATION AT CSI

The Centre for Social Impact is committed to catalysing positive social change through working with people and organisations to grow their capabilities and capacity through education and leadership development.

In 2020 the Centre for Social Impact will develop and deliver a new leadership and capacity building program for Australian not-for-profits (NFP). We will work in partnership to create and deliver an evidence-based program specifically developed to meet the needs of Australian NFP CEOs, whilst building the capacity of their organisations both directly and indirectly.

The Executive Education Project Officer will be responsible for the coordination and implementation of the project, including administering and sourcing requirements, as well as establishing strong relationships with program participants and the program funders.

The role of Executive Education Project Officer reports to the Executive Education Senior Project Officer and has nil direct reports.

Other Key UNSW relationships include: CSI's Education and Communications Teams, UNSW Finance, and the AGSM.

External stakeholders: Funders, contractors, not-for-profit participants, alumni, and CSI staff at UWA and Swinburne.

## RESPONSIBILITIES

- Provide practical and proactive project support and administrative services to stakeholders through coordination of people, events and logistics and ensuring accurate data maintenance and reporting to successfully execute the program.
- Construct, execute and monitor program plans in collaboration with the Senior Project Officer, providing solutions and recommendations for the purposes of improving participant experience, operational efficiency and to ensure program quality.
- Provide operational support to the Program Faculty and Delivery Team, including CSI Academic Staff, the Program Director, facilitators, speakers and others involved in the delivery of the program.
- Solve diverse and complex enquiries, using judgement and initiative whilst applying UNSW policy and procedures with the use of considerable technical skills.
- Coordinate the development and management all of program resources including participant information, learning resources and equipment
- Maintain accurate data, and track and report on progress against agreed deliverables and outcomes, exercising discretion and accountability for decision making.
- Respond to enquiries from internal and external stakeholders, providing accurate advice whilst developing and maintaining highly effective working relationships.
- Collaborate with UNSW central services (e.g. Legal, Finance, HR etc.) to ensure UNSW policies, procedures and requirements are adhered to.
- 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.
- Align to University values and abide by the code of conduct.

## SELECTION CRITERIA

- Relevant degree with subsequent experience or equivalent level of knowledge gained through any other combination of education, training and experience.
- Demonstrated experience in effectively preparing documentation, presentations and reports, and advanced competency in the use of Microsoft Office (Word, Excel, Outlook and Power Point).
- Excellent organisational skills, accuracy and attention to detail with a proven ability to effectively manage multiple tasks and conflicting deadlines.
- Highly developed interpersonal skills, with an ability to build and maintain effective relationships and cultivate an exceptional customer service culture.
- Proven skills in problem-solving and improving processes and procedures, with motivation to apply this to a range of areas.
- A strong understanding of the not-for-profit sector and/or education sector is highly regarded.
- Demonstrated ability to work autonomously while contributing to a strong team environment.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

## PRE-EMPLOYMENT CHECKS REQUIRED

Based on the duties, responsibilities and requirements of this position, an appointment to this position is subject to a satisfactory completion of the following pre-employment checks:

- Criminal Records Check

*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.*