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## POSITION DESCRIPTION

# CSI Senior Project Officer

Position Level	7
Faculty/Division	Business
Position Number	ADMIN ONLY
Original document creation	16/05/ 2022

### Position Summary

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 four of Australia's leading universities: UNSW Sydney, The University of Western Australia, Flinders University 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.

### CSI PARTNERSHIPS AND INDUSTRY PROGRAMS

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 2019, in partnership with the Australian Graduate School of Management (AGSM), we launched Governance for Social Impact - a short course designed for board members of for-purpose organisations to enable them to lead for optimised social impact. We seek to continue to deliver this successful executive education program, whilst looking for opportunities to increase the program's reach and accessibility.

In 2021, in partnership with AGSM, CSI National, and four founding funding partners, we developed and delivered a new leadership and capacity building program for Australian not-for-profits (NFP) – Social Impact

Leadership Australia (SILA). This evidence-based program was specifically developed to meet the needs of Australian NFP CEOs, whilst building the capacity of their organisations both directly and indirectly.

The CSI Senior Project Officer will have overall operational responsibility for the implementation of SILA and Governance for Social Impact, including responsibility for a yearly budget of over \$2M.

The role of CSI Senior Project Officer reports to the Director, Social Impact Industry and has one direct report, the CSI Project Officer.

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

External stakeholders: Funders, contractors, not-for-profit participants, alumni, and CSI's National Executive Team and CSI staff at UWA, Flinders and Swinburne.

## **Accountabilities**

Specific accountabilities for this role include:

- Responsible for the day-to-day operational management SILA and Governance for Social Impact. This includes but is not limited to: project governance; contract management; project plans and timelines; project financials; risk management; program quality; program evaluation and reporting.
- Effectively build and manage relationships with program funders and other program partners to achieve project milestones, deliverables, and benefits and ensure contracts are overseen and delivered upon.
- Participant satisfaction – deliver a high-quality experience to program participants and alumni, whilst seeking opportunities to improve program effectiveness, efficiency and the participant experience.
- Work with Lead Facilitators, Academics from across CSI's National network, CSI UNSW's Education Team, and Industry Partners to coordinate the curriculum development and delivery of high-quality, evidence-based educational content and resources.
- Manage successful program delivery working alongside the Lead Facilitators, Program Faculty, AGSM, and other project delivery partners.
- Collaborate with UNSW central services (e.g. Legal, Finance, HR etc.) to ensure UNSW policies, procedures and requirements are adhered to. Implement the UNSW Health and safety management system within your area of responsibility
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- 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.

## **Skills and Experience**

- Relevant degree and/or relevant project management experience or equivalent competency gained through any other combination of education, training and experience
- An understanding of the not-for-profit sector and/or education sector, and experience working with and across sectors
- A track record of managing major projects with an ability to negotiate and influence desirable outcomes
- Ability to function effectively and independently with the capacity to take responsibility for projects, exercise independent judgement and proactively address and resolve complex problems as they arise
- Outstanding organisational skills with the proven ability to deal with multiple tasks, establish priorities and meet strict and/or competing deadlines in a fast-paced and changing environment
- High-level interpersonal skills including the ability to interact effectively with external funders, participants, academics, practitioners and consultants
- Excellent written and oral communication skills
- Competent with budget preparation and experience with client financial reporting and management
- Experience or demonstrated capacity to supervise, develop and manage staff
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

### **Pre-employment checks required for this position**

- Verification of qualifications
- Criminal Records Check

#### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.