

SENIOR COORDINATOR, PROJECTS AND DEVELOPMENT

DEPARTMENT/UNIT	Access, Inclusion and Success
FACULTY/DIVISION	Portfolio of the Deputy Vice-Chancellor and Vice President (Student Experience)
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something ground breaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Student Experience** portfolio brings a sharp focus to the entire student experience, an experience which extends beyond a classroom education and encompasses academic, social, cultural, and well-being aspects to foster student belonging, academic readiness, and confidence.

The Student Experience portfolio brings together student-facing functions and capabilities from across the University to deliver a cohesive student experience. The portfolio enables the University to drive and advance our goals of widening participation of students from disadvantaged groups and facilitating their success, in line with Impact 2030.

Access, Inclusion and Success leads the University's strategy to improve the access, participation and success of students from educationally under-represented backgrounds. Initiatives include:

- Engagement with schools and with communities to inform and inspire aspirations and increase transition to higher education
- Managing the Peer Academic Study Sessions (PASS) program, to support student success
- Enhancing pathways to Monash courses for school leavers
- Improving selection tools and special admission schemes
- Providing financial and practical support for students to optimise their transition, progress, likelihood of success and future options
- Monitoring student outcomes and the effectiveness of programs

POSITION PURPOSE

The Senior Coordinator, Projects and Development, provides a range of high-level project coordination and services to support the end-to-end delivery of projects in Access, Inclusion and Success and other teams as required. The Senior Coordinator, Projects and Development, is a key liaison point between the project team, wider portfolio, university and internal and external client groups, and works closely with these groups to ensure the timely delivery of project deliverables. This role also manages all AIS communication, including digital channels. The position assists the Senior Manager, Projects and Development by developing documentation, updates and reports and undertakes a variety of complex administrative duties to support project objectives.

The Senior Coordinator, Projects and Development operates with excellence and expertise in process and judgement to provide sound and timely advice and support to staff and other stakeholders.

Reporting Line: The position reports to the Senior Manager, Projects and Development under broad direction

Supervisory Responsibilities: This position provides direct supervision to 1 staff member

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Build and sustain relationships with an extensive network of internal and external stakeholders to support project objectives
2. Build and maintain internal and external AIS communications, including newsletter submissions, eDms campaigns, digital channels, position papers, briefings, reports and presentations for a range of audiences. Be the subject matter expert on communications to support underrepresented students.
3. Undertake a range of high-level project coordination duties, including: delivering Monash community initiatives and events, working with stakeholders to scope and plan project deliverables, monitoring and reporting against budget, timeframes and other performance indicators, managing a schedule of project meetings and planning and implementing change management strategies.

4. Provide supervision and guidance to one project officer as well as project team members, where required, including liaising with external consultants and contractors, with a focus on excellence in project delivery
5. Act as a key liaison point and subject matter expert in relation to project progress and objectives.
6. Support the delivery and maintenance of Access, Inclusion and Success scholarships and entry schemes and other projects to support under-represented students.
7. Plan, undertake and oversee project related tasks, ensuring they are completed in accordance with agreed standards and timeframes.
8. Undertake research, analyse results, investigate options and provide recommended solutions to complex project related issues.
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a relevant field with extensive relevant experience; or
 - extensive experience and management expertise in communications or project management fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Highly-developed relationship management skills, including the ability to interact with, and gain co-operation from with a variety of stakeholders
3. Excellent interpersonal and communication skills, including experience in developing professional documentation, presenting information and external communications.
4. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
5. High-level project management skills with a record of successfully coordinating or supporting projects through to completion in accordance with agreed standards, timeframes and budgets
6. High-level market research, analytical and problem-solving skills and the ability to identify and recommend solutions to challenging issues
7. Advanced computer literacy with experience in the use of project management software and related application capabilities

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.