

SENIOR PARBINATA PROJECT OFFICER

DEPARTMENT/UNIT	Rich Experiences
FACULTY/DIVISION	Portfolio of the Deputy Vice Chancellor (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 groundbreaking – 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 – [#ChangeIt](#) 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.

Monash and the Student Experience portfolio values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of [achievement relative to opportunity](#) in our selection processes.

POSITION PURPOSE

The Senior Parbinata Project Officer provides a range of high-level project coordination and services to support the end-to-end delivery of projects for Parbinata in the Student Experience portfolio. The Senior Parbinata Project Officer 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. The position assists the Manager Indigenous Innovation & Experience Programs by developing project documentation, updates and reports and undertakes a variety of complex administrative duties to support project objectives.

The Senior Parbinata Project Officer operates with excellence and expertise in process and judgement to provide sound and timely advice and support to project staff and other stakeholders.

Reporting Line: The position reports to Manager Indigenous Innovation & Experience Programs

Supervisory Responsibilities: This position may provide direct supervision to up to casual staff members involved in program delivery.

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Undertake a range of high-level project coordination duties, including: 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
2. Plan, undertake and oversee project related tasks, ensuring they are completed in accordance with agreed standards and timeframes
3. Act as a key liaison point and subject matter expert in relation to project progress and objectives
4. Undertake research, analyse results, investigate options and provide recommended solutions to complex project related issues
5. Provide supervision and guidance to project team members, where required, including liaising with external consultants and contractors, with a focus on excellence in project delivery
6. Prepare position papers, briefings, reports and presentations for a range of audiences
7. Build and sustain relationships with an extensive network of internal and external stakeholders to support project objectives
8. Identify and report on risks to projects and implement risk mitigation strategies
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 technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. 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
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Experience in staff supervision, including the ability to motivate and develop a small team and plan and allocate work to meet project objectives
5. Highly-developed relationship management skills, including the ability to interact with, and gain co-operation from with a variety of stakeholders
6. High-level research, analytical and problem-solving skills and the ability to identify and recommend solutions to challenging issues
7. Excellent interpersonal and communication skills, including experience in developing professional documentation and presenting information
8. Advanced computer literacy with experience in the use of project management software and related application capabilities
9. Demonstrated cultural knowledge and experience facilitating Koorie-led Indigenous cultural training and workshops in a culturally safe and community-informed manner

OTHER JOB RELATED INFORMATION

- Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic)
- 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.