

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

SCHOOL/DIRECTORATE: Office of the Deputy Vice-Chancellor

POSITION TITLE: Project Officer (AUQA Audit)

REPORTS TO: Deputy Vice-Chancellor

CLASSIFICATION LEVEL: HEO Level 7

DATE CLASSIFIED: 17 September 2008

DIMENSIONS OF THE POSITION:

The Deputy Vice-Chancellor provides strategic leadership and day to day management of the academic areas of the University. Within the portfolio of the Office are the Pro Vice-Chancellor (Academic), Pro Vice-Chancellor (Research), and the Pro Vice-Chancellor and Deans of the Faculties of Arts and Sciences and The Professions.

In addition, the Deputy Vice-Chancellor is leading the University's preparations for the 2009 audit of the University by the Australian Universities Quality Agency (AUQA), the national agency with responsibility for assuring the quality of Australian higher education institutions. The AUQA audit will report on the University's performance and outcomes across a range of activity areas.

This position will work with the Deputy Vice-Chancellor and the Senior Academic Policy and Project Officer on the audit preparation project and with other associated projects which are initiated as a result of audit preparations. The position will also work closely with staff and stakeholders across the University, including senior management, senior committees, schools, administrative units, students and partnership entities, in gathering and coordinating information for the AUQA audit.

POSITION OBJECTIVES:

To provide high level planning and project assistance to the AUQA audit preparation team, particularly in the University's review of its activities, preparation of the Performance Portfolio, and administrative aspects of the audit visit. The Project Officer, (AUQA Audit) will liaise with the Agency and key stakeholders of the University, provide significant specialist advice to ensure compliance, and coordinate the range of activities required as part of the AUQA audit.

DUTIES:

The following duties will be carried out under general to broad direction of the Deputy Vice-Chancellor and the Senior Academic Policy and Project Officer.

1. Provide detailed policy and planning advice to stakeholders in relation to the AUQA audit preparation project.
2. Liaise with AUQA regarding compliance, administrative and procedural aspects of the audit visit.
3. Provide authoritative advice to the Deputy Vice-Chancellor and stakeholders about AUQA's guidelines and requirements.
4. Undertake research into University activities and liaise regularly with diverse members of the University community in acquiring information.
5. Prepare project plans, including timelines, resources and budget requirements for the various projects associated with the AUQA audit.

6. Prepare progress reports and updates about the AUQA Audit preparation and develop communication strategies of these reports to the University community.
7. Monitor, identify risks and make recommendations on courses of action on project objectives and deliverables.
8. Develop comprehensive documentation in preparation of the AUQA audit and ensure that all record keeping meets University and audit requirements.
9. In conjunction with the Deputy Vice-Chancellor and the Senior Academic Policy and Project Officer, coordinate the audit preparation activities (including the self-review, mock audit and writing of the Performance Portfolio), and assist in the management of post-audit implementation activities, as required.
10. Manage and ensure the webpages relevant to the AUQA audit are maintained.
11. Liaise with staff at all levels to gather information, provide advice and ensure communication occurs among all stakeholders of the audit.
12. Ensure that the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety and quality assurance are applied in relation to this position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. A relevant degree with substantial relevant experience; or an equivalent alternative combination of relevant experience and/or education and training.
2. Demonstrated experience and understanding of the higher education system.
3. Successful project management experience in large and/or complex projects, including the ability to successfully work with initiative, independently, as a team leader and as a member of a team.
4. Excellent written communication skills, including the proven ability to synthesise and communicate complex information for presentation to senior executives, committees and / or outside organizations.
5. Outstanding interpersonal communication skills and the proven ability to liaise across all levels of an organization.
6. The ability to interpret complex policies and procedures and to provide clear and sound advice.
7. Demonstrated high level analytical and research skills with strong attention to detail.
8. Demonstrated excellent computer skills with ability in a range of relevant software.
9. Awareness of OHS, risk management, quality assurance, records management and EEO principles as they relate to this position.