

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, 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: School of Behavioural, Cognitive and Social Sciences

POSITION TITLE: Project Coordinator

POSITION CLASSIFICATION LEVEL: HEO6

DATE CLASSIFIED: 15 April 2009

REPORTS TO: Project Leader

DIMENSIONS OF POSITION:

A key project management and research support position working within the School project team. Appointment to this position requires the use of specialist skills to support the specific project.

Project title: Combining Community Based Social Marketing and Technological Innovation to Combat Wood Smoke Pollution in Regional Australia.

POSITION OBJECTIVE:

Provide project management, specialist research (including literature searches and reviews), and administrative support as required by the Project Team. The position will require the application of significant technical, analytical, and organisational expertise relevant to the requirements of the project.

DUTIES:

Under the general direction of the Project Leader:

1. Provide project management and significant specialist research assistance to the project team. This involves the operational planning, coordination and oversight of activities and personnel; setting priorities and establishing timelines; problem solving; and adapting or developing new procedures to achieve desired outcomes.
2. Apply specialized knowledge related to experimental design and the analysis and interpretation of quantitative data using SPSS, AMOS, and related software. Develop and establish research protocols to enable data collection and analysis, taking into consideration factors such as OH&S legislation; scientific and technical principles; logistical requirements; and the competencies of the technical and other staff or students involved.
3. Solve common and unusual problems that may arise during the course of the research project.
4. Liaise with and solicit input from Industry Partners.
5. Provide advice on strategic direction of the project.
6. Prepare reports, including progress reports to meet agreed milestones

7. Prepare materials for publication and content for web pages associated with the research project for review by the Project Leader, including gathering and organizing library references.
8. Conduct literature searches and reviews.
9. Responsible for the administration and financial management of the project budget, providing regular reports to project leader.
10. Coordinate and contribute to regular meetings with the project team and record decisions of meetings. As agreed carry out or oversee action required.
11. Develop content and materials for, and demonstrate or participate in, promotional displays on behalf of the project.
12. Provide direct supervision and coordinate tasks of other research assistants working on the project.
13. Be aware of and apply the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, records management and quality assurance as they apply to this position.
14. Undertake other duties as required and relevant to the position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. Completion of a relevant degree with relevant experience in psychology or a related social science discipline; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated project management skills.
3. High level analytic, oral, and written skills, including ability to prepare research results for presentation and publication.
4. Demonstrated ability to exercise independence, initiative and judgment.
5. Ability to prioritise work and meet deadlines.
6. Demonstrated competence using computers and a knowledge of a range of relevant software, including MS Word, SPSS, and AMOS.
7. Knowledge of research design, quantitative and qualitative research methodologies and demonstrated ability to perform advanced statistical analyses on quantitative data.
8. Excellent interpersonal skills, and demonstrated ability to work within a team environment.
9. Awareness of OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.