

## Position Description

IRU Senior Project Coordinator

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<b>Position No:</b>	50040117
<b>Department:</b>	IRU
<b>School:</b>	Office of the Vice-Chancellor
<b>Campus/Location:</b>	Bundoora
<b>Classification:</b>	Higher Education Officer Level 8 (HEO8)
<b>Employment Type:</b>	Fixed term, full time
<b>Position Supervisor: Number:</b>	Executive Director, IRU
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

IRU – <http://www.iru.edu.au/>

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### For enquiries only contact:

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# Position Description

IRU Senior Project Coordinator

## Position Context

The Innovative Research Universities (IRU) is a network of seven Australian universities: Charles Darwin University, Flinders University, Griffith University, James Cook University, La Trobe University, Murdoch University and The University of Newcastle.

IRU lobbies the Australian Government for its member universities and enhances member universities through sharing policy and practice and creating opportunities for collaborative initiatives.

The successful candidate will be a member of a small IRU team. The other members are the Executive Director, a Government Relations Advisor, a Marketing and Media Officer and an Administrative Officer.

The Senior Project Coordinator will be based in Melbourne.

The primary purpose of this position is to provide high level support and advice to IRU groups, taskforces, projects and activities to progress the objectives of the IRU with a particular focus on higher education and research policy.

## Accountabilities:

- Undertake research and analysis to support the network's higher education policy advocacy role.
- Contribute to the development of policy, strategic business plans and service delivery options that support IRU project objectives and initiatives.
- Provide high level support and advice to the core IRU network groups and IRU taskforces, including: preparation of meeting agendas and notes of meetings; preparing meeting papers; communication and supporting the implementation of agreed actions arising from meetings; organizing meetings, including liaison with staff of member universities, political offices and Government Departments.
- Establish and maintain effective communication processes, build positive, functional working relationships with key internal and external stakeholders to ensure project management remains robust and value added.
- Within a small team environment adopt and maintain innovative thinking and develop an excellent understanding of IRU needs to ensure the implementation and application of appropriate strategies to improve service delivery.
- Identify, develop and implement customer service opportunities, strategies and initiatives for both internal and external stakeholders in line with IRU business plans and directions.
- In collaboration with IRU Executive Director, develop and deliver a customer satisfaction standard to strengthen and streamline processes to encourage a culture of continuous improvement.
- Maintain compliance with, and commitment to, relevant legislation and IRU policies and procedures, including equity and health & safety.

## Key Selection Criteria:

- Completion of a relevant degree and experience in a similar role or an equivalent combination of relevant skills, knowledge and experience

- Demonstrated experience in successfully managing projects within tight timeframes, budget, policy or legislative parameters and highly developed work organisation skills within a changing environment.
- Exceptional interpersonal, communication and problem solving skills with the ability to liaise with senior management and people from all sections of the community.
- Demonstrated ability to conduct research and analysis in relation to a diversity of policy issues and topics producing high quality written papers and reports.
- Demonstrated ability to work under broad direction only in a multi-tasking environment, exercise initiative in undertaking responsibilities and work effectively as a team member where the team members are not co-located.
- Demonstrated organisational and administrative skills, including the ability to prepare agendas, committee papers and notes of meeting.
- Proven ability to monitor client and stakeholder satisfaction, and constructively manage stakeholder issues to ensure positive outcomes for IRU.
- Demonstrated knowledge of Australian politics with capability to apply to higher education and research policy.
- Demonstrated computer literacy, including knowledge and proficient use of Microsoft Office products (or equivalent) and internet searching tools.

**Desirable :**

**La Trobe Values**

At La Trobe we:

- take a world view
- pursue ideas and excellence with energy
- treat people with respect and work together
- are open, friendly and honest
- hold ourselves accountable for making great things happen.