

Position Description

Project Officer – Strategic Campaign Coordinator

FTE: Fixed Term (6-month), Full-time Position

Salary range: Level 4.1 with superannuation as per the GSA EBA

Location: Parkville, VIC

Created: 21 April 2021

Reports to: Manager – Policy and Advocacy

Level of supervision: High level independence with department management and significant organisation-wide responsibilities.

Position purpose

The role will work with the policy & advocacy team and develop the strategic campaign coordination work of GSA aligning with the strategic and operational plan. The role will:

- Develop and implement campaign strategic plan to be undertaken to improve academic excellence for graduates at UoM and Government level .
- Identify the strategic stakeholder engagement partners in relevant sectors to address graduates' concerns related to employability, academic excellence, financial hardship, emotional health and wellbeing to support the campaign work.
- Provide strategic advice and support CEO and the Manager – Policy and Advocacy on staffing, clear work plan and timelines to support the implementation of campaign coordination work.

Main tasks

Strategic campaign work – internal and external

- Identify the develop the key strategic campaign work/projects to be undertaken to support GSA's advocacy agenda.
- Identify the key relevant University and external committees, working groups and other bodies that GSA should participate to support and progress GSA's campaign work.
- Develop mechanisms and training to support GSA graduate student representatives to support and deliver campaigns.
- Prepare lobbying documents framework and other relevant documents for GSA campaigns and the promotional work to be undertaken in consultation with the Communication Team.
- Identify the staffing capacity and skillset to:
 - Develop engagement framework for and undertake regular consultation with graduate students to influence campaign work.
 - Develop strategy and vision for campaigns and lobbying.
 - Establish and maintain relationships with University staff, peak bodies, professional groups and other relevant groups and individuals to further the goals of GSA and its campaigns
 - Oversee all tactical elements of campaigns and ensure alignment with strategic plan
 - Ensure the campaign work undertaken by the graduate representatives, council members and other relevant stakeholders are strategically supported.

Key Selection Criteria

Essential Criteria

- A degree and subsequent relevant experience of at least 4 years in public policy, social policy, sociology or related field
- Senior leadership skills in similar organisation and experience in public policy work
- Experience managing staff and overseeing campaign and policy work
- Ability to create high-level operational plans and project plans that drive the success of the organisation's Strategic Plan
- Highly developed project management skills, exceptional written and verbal communication skills
- Experience managing and responding to submissions at all government levels

Desirable criteria

- A high level of familiarity with the tertiary education sector
- Understanding of broader student political landscape and student issues, such as mental health, diversity and inclusion, research, sustainability, academic integrity and career transitions

Judgement and problem solving

This position is a senior management role with a genuine balance of strategic development, leadership and hands on student engagement and marketing functions.

All decisions with a long term financial or significant impact will (as per the GSA Delegation & Authorisation Schedule) be submitted and approved by the CEO, such as:

- Annual Budgets
- Organisational Development Strategies

Working Hours

The GSA Enterprise Agreement offers significant flexibility in the distribution of working hours to meet individual needs. This role is expected to be based on-site 10 days per fortnight.

Please note: This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only, i.e. that relate to a role of a Project Officer – Strategic Campaign Coordinator.

Acknowledgement

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY

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Project Officer – Strategic Campaign Coordinator

Position Description

Last updated 26 April 2021

gsa.unimelb.edu.au

Employee

Date

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Manager

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Date