

# POSITION DESCRIPTION



## SECTION A: Position Context

<b>Position Title</b>	Consultancy Project Executive
<b>Position Grade</b>	E2
<b>Category</b>	Executive
<b>Campus / Unit</b>	Sarawak Campus – School of Research
<b>Term of Appointment</b>	Fixed-Term Contract
<b>Effective Date</b>	June 2024

## Position Purpose

The responsibilities of this position include general administration of any internal and external research grants in the University, although the main priority focuses on Research Consultancy Projects. The administrative duties include project planning support, documentation management, schedule coordination, risk and issue tracking, stakeholder engagement, resource management, the communication and provision of grant related information to researchers, and the handling of all grant administration processes. This includes but is not limited to, processing of claims, management and entry of data, maintenance of filing systems as well as some analytical tasks. The position is expected to help the School of Research implement and improve new processes and guidelines related to research grants and research consultancy projects.

In undertaking these responsibilities, the position is expected to exhibit a highly professional approach in working closely and collaboratively with management and staff members at both the Sarawak and Melbourne campuses as well as with parties (private and government) external to the University.

## Participation on Committees

The position will be required to participate in relevant committees as and when needed and as directed by the Manager, School of Research; or Director, School of Research; or Deputy Pro Vice-Chancellor (Research); or Pro Vice-Chancellor and Chief Executive Officer – PVC&CEO (Sarawak); or an authorised personnel.

## Supervision Reporting Relationship

This position's supervisor / manager	Manager, School of Research, or any other person as assigned by an authorised personnel
This position's subordinate	Administrative Officer as may be assigned

## Location

This position is located at the Swinburne University of Technology Sarawak Campus.

## SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

<b>KEY RESPONSIBILITY AREAS</b>		
1.	<b>ADMINISTRATIVE AND SECRETARIAL SUPPORT</b>	<ul style="list-style-type: none"> <li>• Organise and maintain electronic and physical filing systems for project agreements, documentation, contracts, and other essential records.</li> <li>• Draft and review research consultancy agreements (internal and external), ensuring clarity, accuracy, and compliance with legal standards. Liaise with legal advisor for document vetting, addressing any legal concerns or queries that may arise during the project lifecycle.</li> <li>• Support financial processes, including expense and timesheet tracking, invoice processing, and budget monitoring.</li> <li>• Assist in the preparation of budget reports and documentation for project funding.</li> <li>• Assist in the development of project plans, including timelines, milestones, and resource allocation, ensuring alignment with project objectives and constraints.</li> <li>• Create, organise, and maintain project documentation, such as project schedules, reports, and presentations to ensure information is readily available for stakeholders.</li> <li>• Act as a liaison between project teams, clients, and external vendors to facilitate clear and timely communication. Ensure all parties are informed of project updates, changes, and requirements.</li> <li>• Coordinate meetings, workshops, and other project-related events, including logistics, agendas, and follow-up actions. Manage and update project calendars to reflect current and future activities.</li> <li>• Monitor project progress and identify potential risks and issues. Assist in developing mitigation or resolution strategies and maintain logs to track and document resolutions.</li> <li>• Contribute to quality control measures by coordinating project reviews and audits to ensure deliverables meet quality standards and project requirements.</li> <li>• Help in tracking project budgets, including monitoring expenditures and assisting in the preparation of financial reports and invoices.</li> <li>• Assist in managing project resources, including equipment, materials, and human resources, to ensure they are aligned with project needs and timelines.</li> <li>• Support stakeholder management efforts by preparing stakeholder communications and facilitating engagement activities to ensure stakeholder expectations are managed.</li> <li>• Assist in project closure activities, including finalising documentation, conducting post-project evaluations, and ensuring knowledge transfer for future projects.</li> <li>• Process grant-related purchasing, claims, travel, research assistant contracts and rental payments.</li> <li>• Contribute to the smooth running of research administrative functions and maintain effective communications within and outside the School of Research.</li> <li>• Identify potential grant opportunities and disseminate this information to faculty researchers.</li> <li>• Maintain records of research-related activities required for internal and external reporting (including MQA, MyRA, Setara and RMON), and make regular reports on year-to-date progress.</li> <li>• Draft progress reports and financial reports.</li> <li>• Collaborate with the Director, School of Research and other Faculty and School of Research staff, in developing and improving data collection, record-keeping and reporting of grant-related outcomes.</li> </ul>

2.	<b>COMMUNICATIONS, FACULTY AND UNIVERSITY LIAISON</b>	<ul style="list-style-type: none"> <li>• Record and disseminate minutes of meetings or notes as required.</li> <li>• Ensure processes and guidelines relating to grants are clearly documented and communicated to stakeholders.</li> <li>• Assist with preparing and disseminating and/or despatching correspondence.</li> <li>• Liaise with government authorities, and other internal and external stakeholders.</li> </ul>
3.	<b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> <li>• Execute OHS requirements in respective work areas;</li> <li>• Maintain cleanliness, good housekeeping and overall safe work environment; and</li> <li>• Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.</li> </ul>
4.	<b>SWINBURNE VALUES AND CULTURE</b>	<ul style="list-style-type: none"> <li>• Commit to the Swinburne Values.</li> <li>• Conduct work professionally while demonstrating the Swinburne Values at all time.</li> <li>• Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.</li> </ul>
5.	<b>OTHER DUTIES</b>	<p>Any other duties as and when required and directed by the Manager, School of Research; or Director, School of Research; or Deputy Pro Vice-Chancellor (Research); or PVC&amp;CEO (Sarawak); or by an authorised personnel.</p>

## SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the key selection criteria.

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<b>Essential/ Highly Desirable/ Preferable</b>
1.	A Bachelor's degree in a relevant discipline from a recognised institution with at least three (3) years of relevant work experience. Master's holder can be considered.	Essential

<b>Experience / Knowledge / Attributes:</b> Required by the appointee to successfully perform the positions key responsibilities.		<b>Essential/ Highly Desirable/ Preferable</b>
1.	Demonstrated high level of maturity consistent with the requirements of the position for independent work and proactive approach to completing assigned tasks.	Essential
2.	Demonstrated ability to attend to details and to handle more than one priority at a time to successfully prioritise and identify the best course of action in the implementation of assigned tasks.	Essential
3.	Demonstrated time management and organisational skills, including the ability to monitor, coordinate and follow up to meet tight deadlines.	Essential
4.	Proficiency in using written and spoken English and Bahasa Melayu.	Essential
5.	Ability to communicate effectively and empathetically with people at all levels in both the external and internal environment.	Essential
6.	Demonstrated ability to work well in a team environment and contribute actively to team cohesiveness.	Essential
7.	Demonstrated computer literacy to perform a range of tasks, including proficiency to produce a range of documents relevant to the role from the MS Office Suite, Adobe Acrobat Professional and other software applications.	Essential
8.	Demonstrated integrity in handling sensitive information and ability in maintaining confidentiality of information.	Essential
9.	Demonstrated ability to develop, implement and manage administrative systems and processes.	Essential
10.	Demonstrated understanding of research and postgraduate studies.	Highly Desirable
11.	Demonstrated understanding of the intricacies of commercial project contracts.	Highly Desirable
12.	Proven experience in project coordination or project management.	Highly Desirable
13.	Strong organisational and multitasking skills with the ability to handle multiple projects simultaneously.	Highly Desirable
14.	Excellent communication and interpersonal skills, with the ability to work effectively with diverse teams and stakeholders.	Highly Desirable