

Statement of Duties

Position Title: Project Coordinator/Project Manager – [Veteran RPL Project]

Team:

Supervisor:

Position status:

About the project:

Position Summary:

The Project Coordinator/Manager will lead the relationship [alongside any project partner]. They will be responsible for coordinating the project and ensuring all deliverables and reporting milestones are met, in accordance with grant requirements.

They will liaise with [any project partner] to ensure the university receives the ADF LMP data in a timely manner. They will coordinate the work of the Credit Assessor(s) to deliver timely and complete assessment and mapping of ADF LMP data to [higher education provider] courses.

They work collaboratively with and seek input from subject matter experts on policy, admissions and communications issues as required.

Responsibilities:

- Lead ACU's partnership with [any project partner] to deliver the project and outcomes as defined in the [Veteran RPL Grant].
- Coordinate the timely provision of ADF LMP data from the ADF to [higher education provider]. Recruit and coordinate ACU Credit Assessor(s) to deliver credit mapping of ADF LMPs to [higher education provider] courses.
- Oversee the development of a framework to collect credit data.
- Consult with subject matter experts on opportunities and issues relating to admission, policy, credit, other veteran support areas with the [higher education provider] and marketing and communication.
- Monitor the project budget to ensure delivery is within the policies of the grant awarded
- Report to the Project Steering Committee and as required by the terms of the grant.