

POSITION DESCRIPTION



Future Student Engagement Project Officer, Fast Forward



POSITION DETAILS

Position Title	Future Student Engagement Project Officer, Fast Forward
Classification	Level 7
Position Number	7005407
School/Office	Future Students, Marketing & Communications
Division	Western Sydney and External Engagement

POSITION PURPOSE

The Future Student Engagement Project Officer, Fast Forward helps to plan, develop, deliver and evaluate the “Fast Forward” program while managing and servicing the broader engagement requirements of the schools involved in the program. The primary role of the Future Student Engagement Project Officer, Fast Forward is to increase participation levels in Higher Education of students from targeted equity groups.

The Future Student Engagement Project Officer, Fast Forward prepares and monitors work plans, organises and runs program-related events, presentations and activities (including on-campus, in-school and online delivery modes), liaises with internal and external stakeholders, gathers and compiles program and participation registrations and evaluative data, researches best practice and innovative approaches, and writes reports and briefings. The Future Student Engagement Project Officer, Fast Forward contributes to promotional and information materials and helps to develop evaluation frameworks and mechanisms.

KEY ACCOUNTABILITIES

1. Event Coordination/ Management

- Contribute to the ongoing planning, development, implementation and evaluation of the Fast Forward Program.
- Organise and deliver Fast Forward program activities and events while supporting other Future Student Engagement events.
- New initiatives and program activities are researched, scoped, developed and implemented.
- Tasks are completed in an accurate and timely manner.
- Manage program activities and events while supporting core events across the Future Students portfolio.
- Successfully deliver and evaluate presentations, in-school and on-campus events, workshops, and other program activities to program stakeholders, communicating outcomes to stakeholders

and making evidence-based improvements were necessary.

2. Project Management

- Contribute to the planning, development, and implementation of the Fast Forward program and other engagement initiatives for prospective students from areas and backgrounds currently underrepresented in Higher Education.
- Contribute to the coordination, monitoring and evaluation all program activities, outcomes, and team workloads, including management of information, activities and resources.
- Contribute to comprehensive evaluation frameworks, surveys and focus group outcomes using data to inform program enhancements and mitigate program risks.
- Prepare and disseminate program information to stakeholders and increase awareness of the program.

3. Data Analysis

- Contribute to discussion papers, briefings, reports and other documents as directed by Senior Project Officer, Fast Forward.
- Accurate data analysis is provided to the satisfaction of all stakeholders.
- Prepare memos, briefings and reports for review as required.
- Keep accurate and up-to-date records of activities and participants of the Fast Forward high school program.

4. People Management

- Oversee collaborative relationships and liaise externally with high school Principals and staff to tailor offerings to meet the needs of the University's Future Student Engagement framework and schedule.
- Provide high-level and on-time delivery of stakeholder servicing.
- Contribute to a positive and collaborative culture, within the immediate team and across the Future Student Engagement Unit.
- Liaise with other staff across Future Students and contribute to team discussions and initiatives.
- Supervise casual Student Ambassadors at events.

5. Strategic Initiatives

- Contribute to the review of best practice approaches, innovation and developments in high school engagement programs, both nationally and internationally to enhance the operational functions of the Future Student Engagement program team.
- High level understanding of best practice across the sector in engaging students from low socioeconomic, disadvantaged and underrepresented communities.
- Contribute to research and best practice and innovative approaches to inform program structure and enhancements.
- Activities are delivered using innovative approaches and best practice standards, informed by data and research.
- A positive, proactive and solution-focused approach.

6. Undertake other duties as directed

- Other duties relevant to the classification level.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. It is a mandatory requirement for any incumbent of this position to have a current NSW employee Working With Children clearance in accordance with the NSW Child Protection (Working with Children) Act 2012 as well as a current Driver's License.

2. Tertiary qualifications in a relevant discipline and/or demonstrated extensive relevant experience in project management and/or training in the Education sector.
3. Demonstrated high level knowledge and understanding of the principles of social justice and of the range of issues related to increasing the educational aspirations and opportunities of students from non-English speaking and diverse, targeted socioeconomic and cultural backgrounds.
4. Excellent research, analytical and conceptual skills and a demonstrated capacity to apply these skills or to re-think how these skills should be applied in the development and delivery of initiatives and strategies.
5. Demonstrated capacity to work collaboratively and develop networks that can assist in areas of program strategy, scope and service delivery.
6. Demonstrated well developed communication skills - oral, interpersonal, written and computer-mediated, including the proven ability to liaise with a diverse range of people and organisations.
7. Proven ability to work autonomously and under broad direction, organise and monitor own workload, prioritise and meet objectives whilst maintaining professionalism, effectiveness and accuracy.
8. Demonstrated ability to collect, evaluate and apply benchmarking data, good practice, and relevant research to program development.

KEY RELATIONSHIPS

This position reports to the Manager, Fast Forward (7006771).

This position has no supervisory responsibilities apart from overseeing casual Student Ambassadors on Event Days.

Success in the role will be dependent on developing and maintaining positive relationships with:

1. Teaching staff, Executive members, senior leaders including school principals, and students and families at high schools engaged in programs
2. Manager, Fast Forward
3. Project Officers, Fast Forward and Project Support Officers, Fast Forward
4. Future Student Engagement colleagues and other FSE team members, specifically other Project Officers in a collaborative network
5. Western Sydney University academic and professional staff across all University Schools, Research Centres, Business Units and Divisions

CHALLENGES

- Balancing the diverse and sometimes competing needs of participating schools, students and University stakeholders while maintaining consistent program outcomes and service quality.
- Adapting program delivery to the differing needs, circumstances and barriers experienced by students from targeted equity groups, while ensuring meaningful participation and engagement across diverse school communities.
- Coordinating a complex program of activities across multiple schools, campuses, delivery modes and stakeholders, requiring flexibility to respond to changing school priorities, student needs, schedules and operational requirements.
- Demonstrating program impact and identifying opportunities for improvement through the

collection, analysis and interpretation of participation, engagement and evaluation data, where outcomes may be influenced by factors beyond the program's direct control.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Office of People

Date: 24/08/2026