

POSITION DESCRIPTION



Strategic Project Coordinator



POSITION DETAILS

Position Title	Strategic Project Coordinator
Classification	HEW 7
Position Number	Position Number
School/Office	Data Office
Division	Operations

POSITION PURPOSE

The Strategic Project Coordinator provides high-level coordination, planning and stakeholder engagement support for strategies and plans that contribute to the University's organisational priorities and data agenda. This includes Western's Data Strategy, Analytics Roadmap, Artificial Intelligence (AI) Governance and Enablement Framework and enhancement to the delivery of data, AI and analytical services.

Reporting to the Chief Data Officer, the role works closely with senior leaders and stakeholders across the University to coordinate the delivery of key strategic and operational priorities that support the evolution of data, analytics and information management capabilities. The position provides project and program coordination, governance support and stakeholder engagement expertise to facilitate the successful implementation of an integrated portfolio of work that enables informed decision-making, organisational performance and continuous improvement. Working within a complex and dynamic environment, the Strategic Project Coordinator supports the delivery of transformative initiatives that enhance people, process, technology and organisational capability. The role contributes to the development and implementation of strategic roadmaps, improvement programs and change initiatives that strengthen the University's ability to leverage data and information as strategic assets, realise business value and achieve its institutional objectives.

STRATEGIC CONTEXT

Western Sydney University is committed to delivering excellence in education, research and community impact. The Office of the Chief Data Officer leads the University's enterprise approach to data, analytics, information governance and institutional insights. As the University continues to mature its data capabilities and leverage information as a strategic asset, the Strategic Project Coordinator plays an important role in supporting the delivery of transformational initiatives, strategic priorities and continuous improvement programs that enhance organisational performance, decision-making and service delivery. The position operates across a diverse stakeholder environment and supports collaboration between academic and professional units to achieve enterprise-wide outcomes.

KEY ACCOUNTABILITIES

- Support the Chief Data Officer in the coordination, monitoring and delivery of strategic priorities, business plans, roadmaps and key initiatives across the portfolio, particularly Data, Analytics and AI Strategies, Roadmaps and Plans.
- Prepare and coordinate high-quality project and governance documentation, including business cases, project plans, schedules, risk registers, briefing papers, reports, executive presentations and governance materials to support informed decision-making, effective oversight and the successful delivery of strategic initiatives.
- Monitor project progress, milestones, deliverables and benefits realisation activities, ensuring outcomes are delivered within agreed timeframes.
- Facilitate stakeholder engagement activities, workshops, consultations and project governance forums to support project delivery and organisational alignment.
- Develop effective working relationships with internal and external stakeholders to ensure project objectives and business requirements are understood and achieved.
- Work collaboratively to support enterprise transformation, planning, stakeholder engagement and adoption strategies.
- Analyse information, identify emerging issues, risks and dependencies, and provide recommendations to support decision making.
- Coordinate reporting and performance monitoring activities that fall within strategies and plans led by the Data Office to assist leaders in tracking strategic and operational priorities, while building organisational capability and identifying areas for continuous improvement and innovation.
- Ensure project activities comply with relevant legislative, regulatory and University requirements, including information governance, privacy, records management and risk management obligations.
- Contribute positively to a collaborative, inclusive and high-performing team culture and undertake other duties consistent with the classification level as required.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Tertiary qualifications in A degree qualification in a relevant discipline such as Business, Project Management, Information Management, Data Analytics, Organisational Development or a related discipline; postgraduate qualifications or equivalent professional experience will be highly regarded.
- Demonstrated experience supporting or coordinating complex projects, programs or strategic initiatives within a large and multifaceted organisation.
- Experience preparing project documentation, reports, governance materials and stakeholder communications.
- Experience coordinating activities across multiple stakeholders with competing priorities.
- Experience supporting organisational change, business improvement or transformation initiatives.
- Experience within the higher education sector or similarly complex environment is desirable.
- Strong project coordination and organisational skills, with the ability to manage multiple activities simultaneously.
- Well-developed stakeholder engagement, relationship management and communication skills.
- Strong analytical and problem-solving capability with attention to detail.
- Ability to interpret and present complex information in a clear and concise manner.
- Demonstrated ability to work independently and collaboratively in a dynamic environment.
- Sound understanding of project management principles, governance frameworks and continuous improvement methodologies.
- Advanced proficiency in Microsoft 365 applications, including Excel, PowerPoint, Teams and SharePoint.

KEY RELATIONSHIPS

- This position reports to: Chief Data Officer
- Key internal relationships:
 - Chief Data Officer
 - Senior Executive and Executive Leadership
 - Directors and Managers
 - Academic and Professional Staff
 - Data and Analytics Teams
 - Project Managers and Program Leads
 - Governance and Compliance Functions
- Other stakeholders, project practitioners and vendors and distributed communities of practice

CHALLENGES

- Coordinating strategic initiatives across multiple business units with differing priorities and levels of readiness.
- Maintaining momentum and visibility of a complex program of work while balancing operational and strategic demands.
- Influencing outcomes and driving collaboration without direct authority over stakeholders.
- Supporting transformational change in a dynamic environment where priorities, technologies and organisational needs continue to evolve.
- Translating complex data, analytics and business concepts into practical actions and recommendations for diverse audiences.
- Managing interdependencies, risks and stakeholder expectations across concurrent initiatives.

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: Chief People Officer

Date:16/07/2026