

POSITION DESCRIPTION



Project Officer

POSITION DETAILS

Position Title	Project Officer
Classification	HEW Level 7
Position Number	NEW
School/Office	Office of Strategy & Transformation
Division	Vice-Chancellor & President

POSITION PURPOSE

The Project Officer is responsible for supporting the delivery of small projects that contribute to Western Sydney University's strategic objectives. This position ensures projects are delivered on time, within scope and budget, and in alignment with governance and compliance requirements, driving meaningful change across the University. The Project Officer facilitates collaboration across diverse stakeholder groups, maintains project documentation and reporting, and supports the tracking of delivery and outcomes. By managing risks, dependencies, and transparent reporting throughout the project lifecycle, the Project Officer plays a key part in enabling effective project execution and continuous improvement that supports the University's vision and strategic direction.

KEY ACCOUNTABILITIES

1. Manage the delivery of projects, assisting in the coordination of project activities to ensure tasks are completed on time, within scope, and aligned to quality expectations.
2. Prepare and maintain project documentation including plans, schedules, and impact assessments, ensuring alignment with strategic and operational objectives.
3. Provide regular updates to stakeholders on project status, risks and issues, and contribute to reporting that supports visibility and informed decision-making.
4. Organise and lead project meetings and workshops, fostering collaboration across operational areas, and supporting issue resolution.
5. Monitor project delivery, maintain risk and issue registers, and support the implementation of mitigation strategies, ensuring compliance with relevant policies and legislation.
6. Monitor and support the tracking of project budgets and resource allocation, ensuring accurate records are maintained and variances are flagged and escalated.
7. Maintain oversight of project deliverables, timelines and task queues, ensuring progress is monitored and reported appropriately to support decision-making.

8. Ensure project documentation, registers, and systems are kept up-to-date ensuring compliance to relevant standards.
9. Undertake other duties relevant to the classification level to support successful project execution.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Tertiary qualifications and/or demonstrated industry experience in project management, preferably gained in a higher education or similar environment.
2. Proven ability to manage the project delivery process, with demonstrated ability to deliver quality outcomes in a results-oriented environment within defined timeframes and budget constraints.
3. Strong analytical thinking, numeracy and problem-solving skills, the capacity to successfully manage competing work priorities and meet deadlines.
4. Proven capacity to review, monitor and report on project performance.
5. Sound understanding of financial management aspects of project management.
6. Strong oral and written communication, interpersonal, consultation and negotiation skills and the capacity to develop effective working relationships.
7. Understanding of Project Management practices and processes.

KEY RELATIONSHIPS

- **This position reports to:** Program Manager, Strategy & Transformation
- **This position has no supervisory responsibilities**
- **Key internal relationships:**
 - Director, Strategy & Transformation
 - Program Manager, Strategy & Transformation
 - Senior Project Managers, Strategy & Transformation
 - Director Organisational Change and Staff
 - Associate Director Quality & Assurance and Staff
 - Divisional and School managers and staff
 - Directors, Deans and Senior Managers

CHALLENGES

- Coordinating cross-functional stakeholders and maintaining alignment across diverse university departments while managing competing priorities.
- Managing multiple small projects simultaneously with competing deadlines and resource constraints, while ensuring timely delivery within budget and scope and compliance with governance standards.
- Balancing governance requirements, and shifting priorities and operational needs, while supporting agile delivery of strategic outcomes.

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:

Date: