

POSITION DESCRIPTION

Executive Program Coordinator



POSITION DETAILS

Position Title	EXECUTIVE PROGRAM COORDINATOR
Classification	HEW 8
Position Number	TBC
School/Office	Pay Confidence Program
Division	Division of the Chief Operating Officer

POSITION PURPOSE

The Executive Program Coordinator provides high-level coordination and oversight of complex programs and projects that are critical to achieving strategic objectives. This role ensures integrated planning, resource alignment, and effective stakeholder engagement to deliver initiatives on time, within scope, and to quality standards. The position contributes to informed decision-making through data analysis and reporting, while maintaining compliance with governance and regulatory frameworks.

KEY ACCOUNTABILITIES

- Manage and Coordinate program schedules to ensure timely delivery of milestones and outputs.
- Develop and maintain stakeholder relationships, providing clear, professional communication and advice to support program objectives.
- Analyse and interpret data to inform decision-making, track performance, and identify opportunities for improvement.
- Prepare and develop high-level reports and recommendations for senior management and governance committees.
- Oversee governance and compliance activities with university policies, governance frameworks, and regulatory requirements throughout program delivery.
- Identify and mitigate risks associated with program activities to maintain quality and integrity.
- Provide high quality executive advice, briefing papers, and analysis to support the Program.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- A relevant degree with extensive experience in program or project coordination OR an equivalent combination of education and experience.
- Demonstrated ability to manage complex projects with multiple stakeholders.
- Advanced analytical and problem-solving skills, including experience in interpreting data and preparing high-level reports.
- Strong interpersonal and communication skills with the ability to influence and negotiate effectively.
- Knowledge of governance, compliance, and risk management principles.

KEY RELATIONSHIPS

- **This position reports to:** Program Director
- **This position supervises:** NIL
- **Key internal relationships:**
 - COO,
 - CPO,
 - CDO,
 - CIO,
 - Program team,
 - OGC,
 - Audit and Risk and Governance Committee's
- **Key external relationships:**
 - Partner Organisations,
 - Vendors,
 - Regulatory Stakeholders

CHALLENGES

- Coordinating multiple projects and competing priorities within tight timeframes.
- Managing stakeholder expectations across diverse internal and external groups.
- Ensuring compliance with complex governance and regulatory requirements.
- Maintaining accuracy and quality of data analysis and reporting under pressure.
- Adapting to evolving strategic priorities and operational changes.

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: Matthew Bond

Date: 23/01/2026