

# POSITION DESCRIPTION



## Project Officer, Organisational Effectiveness



### POSITION DETAILS

<b>Position Title</b>	Project Officer, Organisational Effectiveness
<b>Classification</b>	HEW 7
<b>Position Number</b>	7013790
<b>School/Office</b>	Office of the Vice-Chancellor
<b>Division</b>	Office of the Vice-Chancellor

### POSITION PURPOSE

The Project Officer is responsible for the strategic coordination, implementation and monitoring of projects that support the University's strategic and business objectives.

The Project Officer provides program management coordination to the portfolio, project administration and business support to ensure quality outcomes are delivered. The role provides analysis and advice and effectively communicates with stakeholders at all levels across the university. The position supports the University's

### KEY ACCOUNTABILITIES

1. Develop and implement project management frameworks (scope, feasibility, plans) while coordinating activities, meetings, documentation, and reporting to support project outcomes.
2. Proactively identify, manage, and mitigate risks and issues across the full project lifecycle.
3. Provide comprehensive research, analysis, and clear communication while maintaining appropriate confidentiality.
4. Manage project operations including stakeholder engagement, budgeting, procurement processes, consultant coordination, and administrative support.
5. Monitor project performance, ensuring compliance with organisational policies, methodologies, funding models, and WHS/procurement requirements.
6. Analyse and present data insights, and prepare high-quality reports, briefings, and documentation with accurate, up-to-date records.
7. Any other duties determined by the Office of the Vice-Chancellor

## QUALIFICATIONS, EXPERIENCE AND SKILLS

1. An undergraduate degree in a relevant discipline such as Business, Management, or a related field, or an equivalent combination of education and training and professional experience in providing high level project and change support.
2. Well-developed written communication skills, including the ability to write concise, clear and accurate reports.
3. Demonstrated interpersonal and verbal communication skills.
4. Demonstrated ability to exercise judgement about the management, and release of information on confidential matters.
5. Demonstrated ability to work as part of a team and meet deadlines with a strong commitment to providing quality project support.
6. Excellent problem-solving and decision-making skills with the proven ability to analyse complex information and develop creative solutions.
7. Strategic thinking and planning skills with the ability to align project objectives with broader organisational goals.

## KEY RELATIONSHIPS

- **This position reports to:** Senior Lead, Organisational Effectiveness
- **This position supervises:** N/A
- **Key internal relationships:**
  - Chief of Staff
  - Vice-Chancellor
  - Executive team
  - Administrative team within the OVC
  - Operations Division
- **Key external relationships:**
  - Other universities, local and international
  - Workforce specialists
  - Process & project management specialists

## CHALLENGES

- Managing multiple project streams, stakeholders and priorities balancing the needs of the University.
- Ensuring consistent engagement, communication and alignment across diverse stakeholders
- Maintaining high quality data for reporting and analysis

## 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:** Senior HR Partner

**Date:** 15/06/2026