# POSITION DESCRIPTION



# Senior Project Coordinator

## POSITION DETAILS

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| **Position Title** | Senior Project Coordinator |
| **Classification** | Level 7 |
| **Position Number** | 7012210 |
| **School/Office** | Office of Property and Commercial |
| **Division** | Division of Operations |

## POSITION PURPOSE

The Senior Project Coordinator provides high-level program and project coordination for the Western Growth Program and Capital Programs. The role supports consistent project management, governance, reporting and stakeholder communication across the Western Growth portfolio, while coordinating the executive and operational administration required for effective project delivery.

## KEY ACCOUNTABILITIES

1. **Coordinate program and project activities** to support delivery of the Western Growth and Capital Programs; and associated project work.
2. **Provide portfolio-wide oversight of infrastructure and commercial performance** risks, ensuring risks are identified, assessed, escalated and managed through consistent governance, reporting and mitigation controls.
3. **Develop, implement and maintain consistent project management tools, governance controls and administrative processes** across the Western Growth portfolio.
3. **Monitor project activities, milestones, risks, decisions and actions**, and prepare timely status reports and executive updates.
4. **Prepare and quality-assure executive papers, briefings, reports, presentations and correspondence** for senior staff and stakeholders.
5. **Coordinate project and executive administration**, including diary and meeting management, agendas, minutes, action registers, workshops and stakeholder follow-up.
6. **Support project procurement and financial administration**, including procurement documentation, purchase orders, invoice processing and expenditure monitoring in accordance with University requirements.
7. **Build effective relationships and coordinate information flow** across University colleagues, external consultants, professional firms and other project stakeholders.
8. **Maintain complete and accurate project records** and support related operational administration, including asset information, stocktakes and shared office systems.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

1. **Relevant tertiary qualification or equivalent experience** in business, project management, business improvement, change or a related discipline.
2. **Demonstrated experience in project coordination, administration and support for project delivery** in a complex organisation.
3. **High-level written and verbal communication skills**, including executive-level reporting, briefings, presentations and non-routine correspondence.
4. **Strong organisational and time-management skills**, including meeting coordination, workflow management, action tracking and management of competing priorities.
5. **Experience supporting procurement, purchase orders, invoices, expenditure monitoring and operational administration** in accordance with organisational policies.
6. **Strong analytical, problem-solving and stakeholder engagement skills**, with demonstrated judgement, diplomacy and discretion.

## KEY RELATIONSHIPS

- **This position reports to**: Property Development Manager
- **This position supervises**: Nil
- **Key relationships**:
    - Property Development Manager
    - Executive Director Infrastructure Commercial Performance
    - Director Capital Program
    - Commercial Manager
    - Office of Property and Commercial
    - Development Partners
    - Technical advisors

## CHALLENGES

- Balancing competing project priorities and deadlines across a diverse portfolio while maintaining quality and governance requirements.
- Coordinating timely and accurate project information, briefings and decisions across multiple internal and external stakeholders.
- Maintaining consistent project management, procurement, financial administration and record-keeping practices across varied projects.
- Responding to changing project and executive priorities while handling sensitive and confidential matters with discretion.

## 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: Lead People & Culture Partner as minor changes**
**Date: 19/10/2026**