

POSITION DESCRIPTION



Student Project Coordinator



POSITION DETAILS

Position Title	Student Project Coordinator
Classification	HEW 7
Position Number	New
School/Office	Faculty of Engineering, Computing and Science
Division	Provost

POSITION PURPOSE

The Student Project Coordinator oversees the day-to-day management of all student-led project teams (including but not limited to Solar Car, FSAE, Robotics Club, Sustainable House, Rocketry, and Micro Satellite teams). The role operates with minimal supervision and requires a high degree of initiative and problem-solving skills to ensure matters are appropriately managed. The role will coordinate purchasing and procurement, resourcing, budget management, partnerships and stakeholders, Work, Health, Safety & Wellbeing (WHS&W), and team participation in competitions. The position is responsible for the safe management of the University's student flagship programs working closely with Teaching and Research Technical Services (TRTS) and WHS&W staff to ensure safe and compliant operations in labs, engagement events and competitions.

Subject to the University's operational requirements, the incumbent may have the opportunity to express interest in working overseas, either with a strategic partner or at an overseas campus for a fixed period of time.

KEY ACCOUNTABILITIES

1. Project Coordination

- Coordinate project administration, including accounting and effective management of projects and stakeholders.
- Utilise project management methodology, to co-ordinate, develop, monitor, report and follow up progress on projects and other matters as required by the School.
- Working closely with the Student Project Team Lead and Academic Leads, provide support to the projects adhering to university policies and processes.

2. Reporting

- Prepare reports for School projects using University templates and policies to manage documentation.

- Prepare project proposals, briefs and plans; undertake research; analyse findings and prepare recommendations and reports.

3. Engagement

- Provide support for engagement activities for Student Led Projects.
- Attend necessary Student Led Project engagement activities as required (i.e. Solar car competition, Solar car roadshow, FSAE competition).

4. Work Health and Safety

- Evaluate workplaces and practices and develop project specific work processes including standard operating procedures and risk assessments for student led projects. Ensure all procedures and risk assessments are up to date and followed and assist in training student team members on such procedures.
- Working closely with TRTS staff, maintaining Chemwatch SDS database, update Safety Data Sheets (SDS) and Standard Operating Procedures (SOP) for all chemicals, materials and equipment used in School student led projects.
- Ensure spaces and facilities (e.g. laboratories, workshops and project rooms) and the students who work in them comply with safety regulations by conducting regular safety audits and promoting a safety culture.
- Working closely with WHS&W and TRTS staff, conduct safety inductions for low-risk processes used for School Student led projects.

5. Administration

- Coordinate logistical and administrative support for all activities undertaken by the School's Student Led Projects.
- Provide general administrative support as required, including monitoring budgets and the preparation of various School reports, utilising a range of software applications.
- Provide secretariat support to meetings as required.
- Records management, using TRIM and complying with University Policy.
- Undertake tasks ensuring a high degree of confidentiality, professionalism and diplomacy.

6. Undertake other duties as directed

- Other duties as required and directed, appropriate and relevant to the classification level, in consultation with the incumbent.

KEY RELATIONSHIPS

- **This position reports to:** General Manager, Faculty of ECS.
- **This position supervises:** Nil
- **Key internal relationships:**
 - Student team managers and members.
 - Academic leads and professional staff across the Faculty.
- **Key external relationships:**
 - Industry partners and sponsors.
 - Competition organizing committees.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. It is a mandatory requirement for any incumbent of this position to have a current NSW employee working with children clearance in accordance with the NSW Child Protection (Working with Children) Act 2012.
2. Tertiary qualifications in Engineering or Design with experience/ or demonstrated equivalent relevant experience.
3. Extensive demonstrated experience in coordination of all facets of project management, inclusive of administration, management and support for student led project delivery.

4. Proven ability to work collaboratively as part of a team or independently as required, meet deadlines, establish priorities, develop effective solutions to identified problems and complete duties under minimal supervision.
5. Demonstrated high level analytical, evaluative and problem-solving skills, including an established record of exercising initiative, interpreting policy and procedures, researching issues and providing advice.
6. Demonstrated high level written communication skills, including the ability to write executive level project reports and respond to routine and non-routine correspondence.
7. Demonstrated high level of oral, interpersonal and negotiation skills, with the capacity to establish effective relationships with key internal and external contacts.
8. Demonstrated risk management and hazard identification skills with proven ability to complete risk assessment and Safe Operating Procedures documentation.

CHALLENGES

- Coordinating multiple concurrent, high-profile student-led projects with fixed competition and engagement deadlines.
- Managing WHS, safety and compliance requirements across laboratories, workshops and off-site activities.
- Balancing student autonomy and innovation with University governance, policy and risk controls.
- Managing diverse internal and external stakeholder expectations under limited supervision.

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: People and Culture Partner

Date: 1 May 2026