

POSITION DESCRIPTION



Project Officer



POSITION DETAILS

Position Title	Project Officer
Classification	HEW Level 6
Position Number	TBC
School/Office	Faculty of SABEL
Division	Provost

POSITION PURPOSE

The Project Officer is responsible for supporting the planning, execution, and monitoring of projects within the Faculty. This role works closely with Executive Dean and Faculty General Manager to ensure that project objectives are met on time and within budget. The Project Officer will assist in the development of project plans, coordinate activities, and facilitate communication among stakeholders.

A key aspect of this position includes conducting data analysis to inform project decisions and measure progress. The Project Officer will analyse project-related data, identify trends, and provide actionable insights to improve performance and efficiency.

The Project Officer will also be involved in creating briefs, options papers, and recommendations that guide project direction and decision-making. This includes synthesising information from various sources to present clear, concise, and actionable proposals to support project initiatives.

By providing administrative support, data analysis, effective reporting, and strategic recommendations, while fostering a collaborative environment, the Project Officer plays a crucial role in achieving strategic goals and enhancing overall project effectiveness.

While based at the Faculty level, this role will collaborate with Schools across the Faculties to provide support during high-demand periods as necessary.

KEY ACCOUNTABILITIES

1. Project Support

- Provide project support, including coordinating accounting and management of projects, including effective management of stakeholders.

- Under the direction of the Faculty, utilise project management methodology, to co-ordinate, research, develop, monitor, report and follow up progress on projects and other matters, as required by the Faculty.

2. **Reporting**

- Prepare reports for Faculty 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. **Administration**

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

4. **Undertake other duties as directed**

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

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A degree with relevant experience/ or equivalent combination of relevant experience.
2. Extensive experience in providing support and coordination of all facets of project activities.
3. Demonstrated organisational, administrative and time management skills with the proven ability to research issues and undertake projects.
4. Proven ability to work collaboratively as part of a team or independently as required, meet deadlines, establish priorities, and complete duties under minimal supervision with demonstrated ability to maintain confidentiality at all times.
5. A high level of analytical, evaluative and problem solving skills, including an established record of working independently, exercising initiative, interpreting policy and procedures, and providing advice.
6. Demonstrated high level of written communication skills, including the ability to prepare project reports and respond to routine and non-routine correspondence.
7. Demonstrated high level of oral and interpersonal skills, including the ability to liaise with management, staff and external agencies and establish effective working relationships

KEY RELATIONSHIPS

- **This position reports to:** Faculty General manager
- **This position supervises:** Nil.
- **Key internal relationships:**
 - Executive Dean
 - Faculty Leadership
 - School Deans
 - External and internal stakeholders
 - University business units
- **Key external relationships:**

CHALLENGES

- Managing competing priorities across multiple projects while ensuring deadlines and budgets are met.
- Synthesising complex data into clear, actionable insights and recommendations for diverse stakeholders.
- Maintaining effective communication and collaboration with internal and external stakeholders across the School and University.

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: