

POSITION DESCRIPTION



Senior Project Manager



POSITION DETAILS

Position Title	Senior Project Manager
Classification	HEW 9
Position Number	7008495
School/Office	Strategy and Transformation
Division	Vice-Chancellor

POSITION PURPOSE

Lead the delivery of strategic projects and programs of work across the University, both domestically and internationally. This role ensures timely, strategic, and consultative implementation of diverse initiatives, integrating academic, operational, HR, and change management components. The Senior Project Manager will support transformation efforts and projects that align with institutional priorities and drive continuous improvement across various domains.

KEY ACCOUNTABILITIES

- Promote continuous improvement and knowledge sharing across the project management community within the University.
- Ensure projects are delivered on time, within scope and budget, and in compliance with university policies and regulatory requirements.
- Support governance processes by preparing high-quality papers and presentations for senior leadership and decision-making bodies.
- Develop and maintain comprehensive project documentation including business cases, project plans, risk registers, and progress reports.
- Engage and collaborate with a wide range of stakeholders including academic leaders, professional staff, and external partners to ensure successful project outcomes.
- Apply structured project management methodologies to plan, execute, and monitor diverse initiatives, including but not limited to change, infrastructure, digital transformation, and academic innovation.
- Lead the delivery of strategic projects and programs across the University, ensuring alignment with institutional priorities and objectives.
- Facilitate inclusive consultation processes with academic and professional staff, including workshops, forums, and feedback loops.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A relevant postgraduate qualification and/or extensive equivalent experience in project management in a university, or large, complex organisation.
2. Demonstrated success in leading complex projects, including planning, governance, delivery, and benefit realisation.
3. Strong analytical, and problem-solving skills with Proficiency in using ServiceNow PPM tool or equivalent.
4. Advanced communication and interpersonal skills, with the ability to influence and engage diverse stakeholders with insightful recommendations, plans and reporting.
5. Proven ability to deliver outcomes in a dynamic and evolving environment.
6. Advanced skills and experience in managing program budgets, risks, dependencies, and resource planning across concurrent initiatives.
7. High-level facilitation skills to coordinate forums, meetings, and events.
8. Flexibility and adaptability within a change environment to deliver high-quality outcomes.

KEY RELATIONSHIPS

- **Reports to:** Program Manager
- **Supervisory responsibilities:** None
- **Key stakeholders:**
 - Senior Executive Team
 - HR Business Partners and Change Managers
 - Strategy and Transformation team
 - Program governance groups and working parties
 - Communications and Engagement teams
 - Other internal and external stakeholders as required

CHALLENGES

- Ensuring consistent application of project management standards and practices across varied project types and scales.
- Adapting to evolving institutional strategies and external policy changes while maintaining project momentum.
- Navigating complex stakeholder environments and maintaining engagement across diverse academic and professional groups.
- Managing multiple concurrent strategic initiatives with competing priorities and resource constraints.
- Delivering strategic outcomes within tight timeframes and evolving institutional priorities.

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: Interim Chief People Officer

Date: 4 July 2025