POSITION DESCRIPTION

Project Manager, Research Transformation

WESTERN SYDNEY
UNIVERSITY

POSITION DETAILS

Position Title	Project Manager, Research Transformation
Classification	HEW Level 8
Position Number	7013913
School/Office	IT & Digital Services
Division	Operations

POSITION PURPOSE

The Project Manager - Research Transformation will manage and oversee critical research-focused initiatives, including:

- **Ethics System Implementation:** Lead the deployment of Endpoint IQ's Research Ethics Management Solution to replace outdated systems, ensuring compliance and scalability.
- **StudyLink Replacement:** Lead and oversee the remaining integration activities between StudyLink and Banner to ensure seamless data flow and operational alignment

This role supports WSU's mission to enhance research outcomes and addresses broader research focused IT projects as needed.

KEY ACCOUNTABILITIES

- **Project Planning and Initiation**
    - Define and manage project scopes, objectives, and deliverables for initiatives within Research Portfolio like Ethics System Implementation, StudyLink Support, LIMS Implementation etc.
    - Develop detailed project plans and oversee their execution, ensuring alignment with institutional objectives and stakeholder needs.
    - Collaborate with stakeholders and team members to set clear project goals and requirements tailored to each project's unique impact, whether strategic or operational.
    - Identify dependencies, constraints, and potential risks during the planning phase, implementing mitigation strategies as needed.

- **Project Execution and Delivery**
  - Manage the delivery of a wide variety of projects, ensuring alignment with Western Sydney University's strategic and operational goals.
  - Coordinate with cross-functional teams and external vendors to ensure efficient resource allocation, procurement of necessary services or products, and adherence to timelines and budgets.
  - Ensure project deliverables meet quality standards and align with University goals, policies, and strategic initiatives.

- **Project Financial Management**
  - Oversee the financial aspects of each project, developing and managing project budgets, tracking expenses, and ensuring alignment with financial forecasts.
  - Collaborate with Finance Business Partners to monitor budget adherence, prevent cost overruns, and adjust financial plans to reflect changing project needs.
  - Provide accurate and timely financial reports, offering insights into cost efficiency and recommendations for financial optimisation across strategic and BAU projects.

- **Procurement Coordination**
  - Coordinate procurement activities in line with the WSU procurement framework, ensuring compliance with University policies and guidelines.
  - Work with WSU's procurement team to ensure timely and efficient acquisition of goods and services required for project delivery.
  - Support procurement processes, including vendor selection and contract management, as directed by WSU procurement standards and project needs.

- **Risk Management and Issue Resolution**
  - Identify and proactively manage risks for each project, whether strategic or BAU, developing tailored mitigation strategies to minimise impacts on project objectives.
  - Monitor and address project issues as they arise, escalating critical concerns to the Business Owner, Director or Executive Director, as necessary.
  - Document all identified risks and issues, including resolution actions, in line with ITDS's risk management protocols.
  - Ensure projects adhere to university governance frameworks and meet compliance standards.
  - Provide regular reports to stakeholders and leadership, highlighting progress, risks, and key decisions.

- **Stakeholder Engagement and Communication**
  - Engage with the Director Operations, PVC Research and Enterprise and Director, Research Integrity and Infrastructure, and other senior stakeholders to ensure alignment with the university's strategic research goals.
  - Build and maintain strong relationships with key stakeholders across departments, ensuring that project goals are understood and aligned with organisational needs.
  - Provide regular updates on project progress, budget status, and risk assessments to stakeholders, adjusting communication to the needs of strategic or BAU project contexts.
  - Facilitate meetings and discussions with stakeholders, team members, and vendors to ensure alignment, address concerns, and gather feedback.

- **Technology Integration**
  - Oversee integrations with systems like Banner SMS for StudyLink and ensure compatibility with existing platforms.
  - Leverage scalable and innovative solutions to future-proof WSU's research

administration ecosystem.

- **Performance Tracking and Reporting**
  - Track key performance indicators (KPIs) and project milestones to measure success, providing regular status reports to the Program & Project Delivery Lead.
  - Prepare documentation and reporting for governance forums as required, ensuring transparency and accountability throughout the project lifecycle.
  - Maintain detailed project documentation, including project plans, risk logs, financial records, and post-project evaluations.

- **Process Improvement and Best Practices**
  - Identify opportunities for improvement in project management processes, tools, and methodologies, contributing to PMO initiatives and standards.
  - Share lessons learned and best practices with the ITDS PMO to foster a culture of continuous improvement.
  - Stay updated on industry standards in project management, incorporating relevant methodologies and tools to enhance outcomes for both strategic and BAU projects.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Project Management Expertise: Proven experience in managing a diverse portfolio of IT projects, including both high-impact strategic initiatives and essential BAU activities.
- Financial Management: Strong ability to manage project budgets, track costs, and provide financial reporting to ensure alignment with project objectives and cost efficiency.
- Procurement Coordination: Skilled in coordinating procurement activities within a structured framework, ensuring compliance with WSU policies and procurement standards.
- Risk and Issue Management: Proactive in identifying, assessing, and mitigating risks, with strong problem-solving skills to address project issues as they arise.
- Stakeholder Engagement: Excellent communication and relationship-building skills, with the ability to align project objectives with stakeholder expectations.
- Organisational Skills: Strong organisational and time management abilities to handle multiple tasks and prioritise effectively across varied project types.
- Continuous Improvement: Commitment to process improvement, with a willingness to contribute to the PMO's standards and best practices.

KEY RELATIONSHIPS

- **This position reports to**: Executive Director, Student Teaching and Research
- **This position supervises**: None
- **Key internal relationships**:
  - Chief Information Officer
  - Chief Data Officer
  - PVC Research and Enterprise
  - Senior WSU Stakeholders (e.g. Director of the Graduate Research School)
  - ITDS Leadership and Technical team
  - Academic Research Staff
  - Digital Transformation Teams
- **Key external relationships**:
  - External Vendors (e.g., Endpoint IQ, StudyLink)

CHALLENGES

- Balance the needs of diverse senior stakeholders while progressing complex, research-focused digital transformation projects.
- Oversee major system replacements and integrations that require careful coordination across business units, vendors and technical teams.
- Navigate rigorous governance, compliance and risk frameworks while maintaining project momentum and safeguarding sensitive research and student data.
- Drive innovation in research administration systems and processes while managing competing priorities, fixed timelines and constrained resources.

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
Date: February 2026