

# POSITION DESCRIPTION

## Project Officer



### POSITION DETAILS

<b>Position Title</b>	Project Officer
<b>Position Number</b>	7013508
<b>Directorate</b>	Product
<b>Classification</b>	Professional Employee Level 6
<b>Location</b>	Parramatta City – 1PSQ

### POSITION PURPOSE

The Project Officer is responsible for providing high-level project support in the management of curriculum, product related and strategic projects across the Product Directorate and the wider Strategy and Planning Portfolio. Working under the broad direction of the Manager, Education Product Lifecycle, the Project Officer independently monitors project budgets, project milestones and project communications and proactively solves project related problems through applying detailed knowledge of academic and administrative policies.

The Project Officer works collaboratively across multiple teaching and professional stakeholders and plays a key role in reporting overall project performance and ensuring high-quality, accurate and timely administrative support to teaching and professional colleagues. The Project Officer supports ad-hoc strategic projects, including supporting the project management of research and insights projects across the Strategy and Planning Portfolio.

### KEY ACCOUNTABILITIES

The following are the key accountabilities of the position:

- Plan, schedule and document project timelines and milestones, monitoring the achievement of tasks and deliverables, highlighting areas of concern to key staff, including Learning Experience Designers, the Manager, Product Lifecycle and the wider Strategy and Planning Portfolio.
- Support the recruitment, contracting and administrative management of subject matter experts, academic reviewers, and others as required.
- Liaise with key stakeholders in the analysis, scoping, planning and scheduling of projects.
- Identify, manage and escalate project dependencies and risks as and when required/identified during any project.
- Support project management in collaboration with various business units to ensure positive working relationships.
- Track and report on project progress with appropriate status reports.

- Schedule and facilitate stakeholder meetings in relation to projects and product development.
- Collaborate with other Product team members to ensure sound learning design, appropriate technologies and a high-quality online learning environment for products and subjects.
- Build and manage relationships with key stakeholders.
- Support the Manager, Product Lifecycle and other project leaders across the portfolio with coordination and reporting of projects as required.
- Undertake other associated duties (commensurate with the level of this position) as reasonably required from time to time.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

The following qualifications, experience and skills are required to perform the key accountabilities of the position:

- Undergraduate tertiary qualification and demonstrated experience in project coordination and project management (preferably in a post-secondary educational context) or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to deliver quality and compliant administrative project support services, including the ability to plan, track and report on project milestones.
- Demonstrated ability to work effectively and flexibly as a member of a team, and independently when required.
- Demonstrated strong project management skills, with the ability to prioritise multiple tasks and manage conflicting deadlines.
- Exceptional attention to detail with proven experience in identifying issues and proposing solutions in a dynamic environment.
- Demonstrated high-level interpersonal, negotiation and communications skills with the ability to work cooperatively in a cross-discipline environment.
- It is a mandatory requirement for any incumbent of this position to have a current NSW employee Working with Children Clearance (WWCC) in accordance with the NSW Child Protection (Working with Children) Act 2012.

## **CONSTRAINT/AUTHORITY LEVEL**

The position operates in accordance with The College policies and the requirements of relevant legislation, awards and agreements. The position operates under the broad direction of the Manager, Product Lifecycle.

## **KEY RELATIONSHIPS**

This position reports to the Manager, Education Product Lifecycle.

This position has no supervisory responsibilities

Success in the role will depend on developing and maintaining positive relationships with:

- Manager, Education Product Lifecycle
- Director, Product
- Senior Project Manager, Strategy and Planning
- Executive Director, Strategy and Planning

- Learning Experience Designers
- Online Learning Environment Designers
- Teaching staff involved in product development/ management – including writers and reviewers
- Teaching staff including Program and Subject Coordinators
- Western Sydney University colleagues, including:
  - Office of Finance, including the Senior Finance Business Partner
  - Office of People, including the HR Advisor

## CHALLENGES

The following are the key challenges of the position:

- Liaise, coordinate and communicate effectively with a diverse range of stakeholders of varying seniority ensuring project outcomes are achieved.
- Managing multiple concurrent project tasks while ensuring outcomes are delivered within time, quality and budget.
- Maintaining positive working relationships with multiple stakeholders that have competing priorities and timelines.

## THE COLLEGE EXPECTATIONS

The College expects that all employees are aware of, and comply with legislation and The College'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** Joel Walker

**Date** 8 December 2025