

POSITION DESCRIPTION



Senior Project Manager



POSITION DETAILS

Position Title	Senior Project Manager
Classification	HEW Level 9
Position Number	
School/Office	Property and Commercial
Division	Operations

POSITION PURPOSE

The Senior Project Manager provides leadership and expertise in delivering capital works and transformation projects across the University, both domestically and internationally. The role ensures timely, consultative, and outcome focused implementation that supports academic, operational, and strategic goals.

Operating with a high level of autonomy and applying best practice project management, the role works across a diverse range of stakeholders, contributing to institutional goals through high-quality governance, innovation, and continuous improvement. A key focus is fostering a culture of collaboration, trust, and empowerment while building high-performing teams to ensure project success and long-term impact.

KEY ACCOUNTABILITIES

- Lead the end-to-end delivery of capital and transformation projects, from early feasibility and stakeholder engagement through to design development, procurement, construction, and operational handover.
- Apply structured project management methodologies across infrastructure, digital, academic, and operational initiatives.
- Manage multiple, concurrent project streams, ensuring scope, budget, and timelines are achieved.
- Apply initiative and sound judgment to resolve issues proactively and advance project objectives.
- Champion best practice project management tools, methodologies, and frameworks.
- Provide strategic advice and insights to support senior stakeholder planning and decision-making.
- Oversee project risk identification, assessment, and mitigation, with timely and accurate reporting.
- Prepare and maintain high-quality project documentation, including business cases, feasibility studies, project plans, risk registers, governance papers, and status reports.
- Lead inclusive stakeholder engagement, ensuring clear communication and alignment.

- Ensure compliance with University policies, procurement protocols, and WHS standards.
- Support, supervise, and mentor project team members to foster accountability and performance.
- Embed sustainability, innovation, and continuous improvement throughout project delivery.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Tertiary qualifications in construction project management, architecture, engineering, or a related field, or equivalent industry experience.
2. Demonstrated experience in delivering end-to-end projects, across feasibility, design, procurement, and construction, in a university or similarly structured environment.
3. Strong understanding of project governance, reporting, and change management practices.
4. Proven ability to work autonomously with initiative, accountability, and problem-solving capability.
5. Experience managing competing priorities across dynamic, multi-site environments.
6. Demonstrated leadership in building and motivating high-performing project teams.
7. Excellent communication, facilitation, and interpersonal skills, with a capacity to influence diverse stakeholders.
8. Actively contributes to a positive workplace culture grounded in trust, inclusion, accountability and shared success.

KEY RELATIONSHIPS

Reports to: Director, Capital Program

Supervisory responsibilities: Typically supervises two or more direct reports, subject to workload and portfolio allocation.

Key stakeholders:

- Chief Property and Commercial Officer
- Office of Property and Commercial Senior Management team
- Project governance groups and working parties, including academic and professional staff
- 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.
- Contribute to institutional goals in a fast-paced and evolving environment.
- Lead high-impact projects across a wide range of typologies, from teaching and learning spaces to innovation precincts.
- Influence project outcomes through strong governance and stakeholder alignment.
- Build cross-functional relationships that promote shared accountability and long-term value.

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
- Health, Safety and Wellbeing Policy
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity
- Risk Management Policy
- Environmental Sustainability Policy

Approved by: Office for People

Date: August 2025