POSITION DESCRIPTION
Project Manager

The College

POSITION DETAILS

Position Title	Project Manager
Position Number	NEW
Directorate	Office of The Executive Director, Strategy and Planning
Classification	Professional Staff Level 9
Location	Parramatta City – 1PSQ Campus

POSITION PURPOSE

The Project Manager plays a critical role in delivering The College's strategic priorities and transformational initiatives, ensuring alignment with The College's strategic plan and organisational objectives. The position leads the planning, governance and delivery of projects across a diverse portfolio, working collaboratively with stakeholders to deliver sustainable organisational outcomes. Through effective project management, stakeholder engagement, risk management and performance reporting, the Project Manager drives the successful implementation of strategic initiatives that enhance student outcomes, organisational capability, operational effectiveness and long-term growth across The College.

KEY ACCOUNTABILITIES

The following are the key accountabilities of the position:

- → Lead the planning and delivery of strategic and operational projects, ensuring outcomes are achieved within agreed scope, budget, quality standards and timeframes, and that project benefits are appropriately realised.
- → Prepare project documentation, including business cases, project proposals, impact assessments and briefing papers, to support governance, approval and decision-making processes and ensure alignment with organisational priorities.
- → Develop and maintain effective stakeholder engagement and communication strategies, providing clear and timely project updates, reporting and insights to support transparency, collaboration and informed decision-making.
- → Facilitate project governance and delivery activities, including workshops, project meetings and working groups, fostering collaboration across business units and proactively resolving issues, risks and dependencies.
- → Monitor project performance and compliance throughout the project lifecycle, maintaining project plans, risk registers and issue logs, and implementing mitigation strategies to support successful project outcomes.

- → Manage project budgets, schedules and resource allocations, ensuring resources are effectively utilised and project activities are delivered in a cost-effective and efficient manner.
- → Track and monitor project deliverables, milestones and benefits, providing accurate reporting and analysis to support project oversight, governance and continuous improvement.
- → Build and maintain productive relationships with internal and external stakeholders, influencing outcomes and supporting organisational readiness for change and project implementation.
- → Contribute to the continuous improvement of project management practices, tools and methodologies, supporting the delivery of a high-performing project portfolio across The College.
- → 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:

- → Tertiary qualifications in an appropriate discipline and/or demonstrated extensive industry experience, preferably gained in a higher education or similar environment.
- → Proven experience and success in project coordination or management.
- → Proven ability to manage the project delivery process, with demonstrated ability to deliver quality outcomes in a results-oriented environment within defined timeframes and budget constraints.
- → Strong analytical thinking, numeracy and problem-solving skills, the capacity to successfully manage competing work priorities and meet deadlines.
- → Proven capacity to review, monitor and report on project performance.
- → Sound understanding of financial management aspects of project management.
- → Highly developed oral and written communication, interpersonal, consultation and negotiation skills and the capacity to develop effective working relationships and influence stakeholders across a range of disciplines.
- → 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

Travel to other campuses is an inherent requirement of this position.

The position operates in accordance with The College policies and the requirements of relevant legislation, awards and agreements The position operates under the direction of the Senior Project Manager, Strategy and Planning.

KEY RELATIONSHIPS

This position reports to the Senior Project Manager, Strategy and Planning.

This position is responsible for providing cross-functional leadership across a range of areas within The College. This position does not currently have direct reports. However, the role may be required to supervise staff in the future, subject to organisational requirements.

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

- → Executive Director, Strategy and Planning
- → The College Executive Committee
- → Partners and stakeholders across The College including teaching staff, professional staff and students
- → Partners and stakeholder across Western Sydney University including Schools and Divisional teams such as: Data, Integrity, Quality and Operations, Office of Finance and Resources, Office of People
- → Director, Product
- → Director, Student Success
- → Manager, Product Lifecycle
- → Data Analyst

CHALLENGES

The following are the key challenges of the position:

- → Coordinating cross-functional stakeholders and maintaining alignment across diverse departments while managing competing priorities.
- → Ensuring timely delivery of complex projects within budget and scope, while proactively mitigating risks and maintaining compliance with governance standards.

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, Executive Director, Strategy and Planning
Date	15 October 2026