

POSITION DESCRIPTION



Senior Project Manager (x3)

POSITION DETAILS

Position Title	Senior Project Manager (x3 - Mitigation, Remediation and Governance)
Classification	HEW 9
Position Number	TBC
School/Office	Pay Confidence Program
Division	Division of the Chief Operating Officer

POSITION PURPOSE

The Senior Project Manager provides strategic leadership and oversight for complex, high-impact projects that support the University's strategic objectives. This role is accountable for driving cross-functional teams, managing significant budgets, and ensuring projects are delivered on time, within scope, and to quality standards. The position requires advanced problem-solving, risk management, and stakeholder engagement skills to achieve outcomes that enhance operational efficiency and institutional performance.

KEY ACCOUNTABILITIES

- Lead and coordinate cross-functional project teams to deliver strategic initiatives.
- Develop and implement project plans, schedules, and governance frameworks to ensure successful delivery.
- Manage project budgets, resources, and procurement processes to optimise financial and operational outcomes.
- Identify, assess, and mitigate project risks, ensuring compliance with university policies and regulatory requirements.
- Provide high-level advice and reporting to senior leadership and governance committees.
- Foster strong relationships with internal and external stakeholders to support collaboration and resolve issues.

- Drive continuous improvement and innovation in project management practices.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- A relevant degree with extensive experience in project management OR an equivalent combination of education and experience.
- Proven track record in leading large-scale, complex projects within a multifaceted organisation.
- Advanced knowledge of project management methodologies, budgeting, and resource allocation.
- Strong leadership, negotiation, and stakeholder engagement skills.
- High-level analytical and problem-solving capability, including risk management expertise.

KEY RELATIONSHIPS

- **This position reports to:** Program Director
- **This position supervises:**
 - **Remediation SPM:** Industrial Relations Officer, Payroll Ops SME, Admin and Enquiry Relations x2.
 - **Mitigation SPM:** Change and Communications Coordinator, Learning and Development Officer, Project Coordinator, Industrial Relations Officer, Senior Business Analyst.
 - **Governance SPM:** Project officer, QA Specialist x2
- **Key internal relationships:**
 - Program team
 - Office for People
 - Chief of Operations Office
 - Senior Leadership Staff
 - Governance Committees
- **Key external relationships:**
 - Vendors,
 - Partner Institutions,
 - Contractors,
 - Regulatory Stakeholders

CHALLENGES

- Managing multiple high-priority projects with competing deadlines and resource constraints.
- Navigating complex governance and compliance requirements.
- Building consensus among diverse stakeholders with differing priorities.
- Maintaining strategic alignment while adapting to changing organisational needs.

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: Matthew Bond
Date: 07/01/2026