

POSITION DESCRIPTION

Project Officer



POSITION DETAILS

Position Title	Project Officer
Classification	HEW 7
Position Number	7016520
School/Office	Provost Office
Division	Office of the Provost

POSITION PURPOSE

The Project Officer delivers governance, policy and project outcomes that support the strategic objectives of the Provost Office. The role manages key committee processes, coordinates complex reporting requirements, contributes to policy development and implementation, and leads projects that enhance academic governance and operational effectiveness across the University. The position works collaboratively with academic and professional staff to provide advice, recommendations and solutions that support informed decision-making and continuous improvement.

KEY ACCOUNTABILITIES

- Manage governance and committee processes to ensure effective decision-making, timely action management and high-quality outcomes for the Provost Office.
- Develop and coordinate reports, submissions, briefing papers and correspondence that support executive and governance decision-making.
- Lead policy and procedural activities relating to academic governance initiatives, including academic promotions and other priority programs.
- Coordinate strategic projects and initiatives across the Provost portfolio, ensuring delivery against agreed objectives, timeframes and stakeholder expectations.
- Analyse information and provide recommendations that contribute to policy development, process improvement and organisational performance.
- Develop and maintain productive stakeholder relationships to facilitate collaboration, communication and the successful delivery of University priorities.
- Monitor compliance and maintain governance records, documentation and reporting frameworks to support transparency, accountability and effective risk management.
- Identify and implement improvements to governance, policy and administrative processes that enhance service quality and operational effectiveness.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential

- Degree qualification in a relevant discipline with significant relevant experience, or an equivalent combination of education, training and professional experience.
- Demonstrated experience coordinating complex projects, governance functions or strategic initiatives within a large and complex organisation.
- Proven experience providing policy, executive or committee support services.
- Highly developed analytical, written and communication skills, including preparation of reports, briefings and governance documentation.
- Demonstrated ability to interpret policies, procedures and regulatory requirements and provide sound advice and recommendations.
- Strong stakeholder engagement and relationship management skills with the ability to work effectively across organisational boundaries.
- Demonstrated ability to manage competing priorities and deliver outcomes under broad direction.
- Advanced proficiency in Microsoft 365 and contemporary business systems.

Desirable

- Experience supporting academic governance, policy development or academic promotions processes within a higher education environment.
- Knowledge of the Australian higher education sector and university governance frameworks.

KEY RELATIONSHIPS

This position reports to

Director of Operations, Provost Office

This position supervises

Nil

Key Internal Relationships

- Provost
- Director of Operations
- Executive Officer, Provost Office
- Deputy Vice-Chancellors and Senior Leaders
- Academic and Professional Staff
- Academic Governance Committees
- Faculty and School Leadership Teams
- Professional Services Teams

Key External Relationships

- External Committee Members
- Professional and Sector Networks
- External academic and Professional staff
- Regulatory and Government Agencies (where required)

CHALLENGES

- Managing multiple governance cycles, projects and reporting deadlines simultaneously while maintaining high levels of accuracy and responsiveness.
- Interpreting and applying complex academic and administrative policies across diverse stakeholder groups.
- Balancing competing stakeholder priorities while maintaining governance integrity and

- procedural compliance.
- Identifying and implementing process improvements within established governance and policy frameworks.

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:

Date: