POSITION DESCRIPTION

Benefits Realisation and Governance Officer

POSITION DETAILS

Position Title   Benefits Realisation and Governance Officer

Classification   HEW 7

Position Number   New

School/Office   Office of Strategy & Transformation

Division   Vice-Chancellor & President

POSITION PURPOSE

The Benefits Realisation and Governance Officer ensures effective portfolio execution and strategic value delivery. The role supports strategic delivery by monitoring project governance, compliance, and assurance across the University's transformation portfolio, and supporting benefits realisation through robust plans, systems and processes. It contributes to capability development by coaching teams in project standards and synthesising data into artefacts that provides timely insights to inform decision-making.

KEY ACCOUNTABILITIES

- Develop benefits realisation plans across programs and projects, ensuring alignment with strategic goals ensuring measurable outcomes are defined, tracked and reported.
- Monitor and maintain governance frameworks, ensuring consistent application and compliance across programs and projects to ensure alignment with governance standards.
- Define and maintain registers, processes, and supporting tools to enable tracking of project controls and decisions, and tangible and intangible benefits identification and measurement.
- Collaborate with senior stakeholders to ensure shared understanding and alignment on expected benefits, governance requirements, and decision-making processes
- Coordinate assurance and quality control activities including stage gate assessments throughout the project lifecycle to review and validate alignment to governance processes and benefits tracking.
- Oversee risk management plans and controls across projects and dependencies, that may impact benefits realisation or governance compliance.
- Coach and support teams to build capability and support continuous improvement in benefits management and governance practices through the application of standards, templates, and health checks.

- Prepare executive level reports and insights that support informed decision-making across the transformation portfolio on benefits realisation progress and governance effectiveness.
- Undertake other duties relevant to the classification level as directed.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Relevant qualifications and/or experience in governance, benefits realisation, or project reporting within a complex organisation.
- Demonstrated experience applying governance and benefits management frameworks.
- Strong analytical skills with the ability to identify risks and support quality improvement, and value optimisation.
- Effective communication skills, with the ability to engage senior stakeholders on key project delivery insights.
- Ability to work independently, manage competing priorities, and maintain attention to detail.
- High level of digital literacy, including proficiency in Microsoft 365 and project reporting tools.

KEY RELATIONSHIPS

- **This position reports to:** Associate Director, Quality & Assurance
- **Key internal relationships:**
    - Director, Strategy & Transformation
    - Performance Reporting Analyst
    - Director, Organisational Team and Staff
    - Divisional and Faculty General Managers
    - Directors, Executive Deans, and Senior Managers

CHALLENGES

- Building capability in project governance across varied stakeholder groups while ensuring consistent governance and assurance across diverse projects and programs.
- Balancing compliance requirements with the need for agile project delivery.
- Aligning financial data and value metrics with strategic outcomes while navigating complex change impacts and compliance requirements.

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: