SENIOR PROJECT OFFICER

DEPARTMENT/UNIT
Talent, Equity and Development

FACULTY/DIVISION
Monash HR

CLASSIFICATION
HEW Level 8

WORK LOCATION
211 Wellington Road, Mulgrave (other locations, as required)

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

Monash HR facilitates staff engagement and organisational performance by providing workforce management expertise and Human Resources (HR) service and solutions.

The Talent, Equity and Development (TED) team within Monash HR is a diverse group of HR Professionals charged with:

- Providing talent and leadership development programs, events and services
- Developing and implementing equity and diversity strategies to support a culturally safe, diverse and inclusive work environment for all staff
- Innovating and improving HR systems, processes and practices; working to streamline and enhance the service offering provided by HR, to the University.

Working with faculties and divisions, TED collaborates with business areas to support organisational design, development and change projects.

This position will support the delivery of Project Engage.

Project Engage – At Monash, shared ambitions move us forward, faster. Our vision is through excellent research and education we will discover, teach and collaborate with partners to meet the challenges of the age in service of national and international communities. The more relevant, useful and powerful connections we can make, the greater the impact will be. Project Engage is a University wide strategic initiative which aims to make our relationships deep, seamless and simple – enabled by building 360-degree view from student to alumni, donor and industry partners in our single Salesforce platform.
POSITION PURPOSE

The Senior Project Officer supports the project in delivering a smooth transition to Salesforce, playing a key role in the development and delivery of an engaging culture and change management program.

As a key contact point for the project, the position is responsible for leading communication and engagement activities to a broad internal audience. This includes the development and delivery of high-quality program of communications (e.g. announcements, presentations and program collateral) in line with the University’s internal communications framework, and the coordination and scheduling of events.

Applying excellent communication, analytical, stakeholder and change management expertise, the Senior Project Officer will work closely with a wide range of University stakeholders to understand business issues and requirements, translating these into solutions as part of the overall change strategy.

The position is also responsible for supporting the Manager, Strategic HR Projects over the course of the next 12 months to ensure Project Engage meets the milestones, objectives, timeframes and budgets set out in the project plans.

Reporting Line: The position reports to the Manager, Strategic HR Projects under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to strategic planning and the achievement of the strategic communication and engagement objectives to deliver the objectives under Project Engage

2. Support the implementation of the Project Engage plans, drawing on current project management methodologies, including; scoping and articulating business requirements, identifying and addressing blockages and reporting on progress and performance against project schedules and performance indicators, and undertaking periodic reviews and updates

3. Manage the implementation of project deliverables including leading stakeholder engagement activities, conceptualising and developing activation events, planning, overseeing and implementing change management strategies to deliver project outcomes

4. Develop and maintain strong partnerships with a wide range of key project stakeholders (at various levels) to support project objectives by networking, liaison, presenting information and coordinating and attending stakeholder meetings

5. Develop high-quality documentation including papers, presentations, proposals, communications, briefings, policies and strategies for a variety of audiences, including senior management and relevant stakeholder committees

6. Undertake research and analysis, devise solutions and provide practical and expert advice to senior management to address complex project related issues

7. Co-ordinate a work environment of continuous review and improvement by overseeing and reporting on project success measures (e.g. user engagement, data accuracy and collaboration) and implementing feedback measures, such as adoption surveys or engagement with diverse audiences across multiple internal channels

8. Identify and report on risks and issues relating to projects and implement and monitor risk mitigation strategies
KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience in project management, change management, business analysis or a related discipline; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent project management skills with a proven record of successfully supporting end-to-end delivery of strategic projects in accordance with project management methodologies, project objectives, standards, timeframes and budgets

3. Substantial experience in supporting major change initiatives in a large and complex organisation, including the provision of expert advice and ability to influence and engage with stakeholders

4. Excellent interpersonal and communication skills with experience in developing professional communication documentation and the ability to effectively communicate and present complex information

5. Highly-developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines

6. Highly-developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of customers and stakeholders

7. Highly-developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

8. Advanced computer literacy, particularly with current business management software packages (including Word, PowerPoint and Excel) and their various application capabilities

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.