



Make
it matter.

POSITION DESCRIPTION

Project Manager – Regulatory Reporting & Systems Transformation

Faculty/Division

Division of Operations

Classification Level

Professional 9

Hours & Span (Category)

G - Administrative, Clerical, Computing, Professional & Research Staff

Position number

Click or tap here to enter text.

Shiftwork status

NOT SHIFTWORKER

Allowances

Click or tap here to enter text.

On call arrangements

Click or tap here to enter text.

Original document creation

22 October 2024

Position Summary

The Project Manager-Regulatory Reporting and Systems Transformation will play a significant role in supporting the University's compliance with regulatory reporting requirements as well as the implementation of strategic system transformation initiatives. One of the key projects that the role will support relates to the implementation of the University's roadmap to comply with the mandatory disclosure of climate-related information and sustainability in general. This position will work collaboratively with various divisions, sustainability working groups, boards and steering committees to collate, analyse and consolidate information relating to the University's Environmental Sustainability Governance strategy, climate risks and opportunities, governance and metrics and targets that will form the basis of the climate-related disclosures in the annual reports. The Project Manager will also support the Chief Financial Officer in the framing of the terms of reference, membership and plans of the newly set up ESG Reporting Advisory Group.

This role will also support in coordinating initiatives for the indirect Business Optimisation Strategy (BOS) Program. It reports to the Executive Officer and has dotted line reporting with the Chief Financial Officer, Office of the CFO, and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide high quality project management of the implementation of new mandatory reporting requirements. This includes developing and implementing terms of reference for key governance bodies, reporting frameworks and methodologies, ensuring compliance with applicable local regulatory reporting requirements.
- Drive collaboration between the newly set up ESG Reporting Advisory group and the various sustainability working groups, boards and steering committees across the University to define and implement the University's ESG strategy, governance, risk management and metrics and targets aligned ESG regulatory reporting requirements.
- Collect and consolidate data to generate comprehensive reports and presentations for internal and external stakeholders. This includes data on metrics and targets that will form part of the disclosures in the annual report.
- Project manage the optimisation and continuous improvement of annual reporting processes including initiatives aimed at ensuring that the University's annual reporting is aligned with the new NSW annual reporting framework.
- Work with relevant stakeholders to coordinate various system transformation initiatives, indirectly linked to the Business Optimisation Strategy (BOS) Program, including but not limited to the SIMS upgrade.
- Advise on embedding ESG considerations into decision-making processes, risk assessments, and governance frameworks.
- Manage initiatives for the Chief Finance Officer and Director of Financial Control and Compliance including mandatory financial disclosure, including compliance for the annual report.
- Stay abreast of emerging regulatory reporting trends and reporting frameworks to continuously improve and evolve the University's reporting practices.
- Working with the relevant subject matter specialists across the University, organise workshops to undertake a materiality assessment across the different elements of ESG and to identify ESG risks and mitigations.
- Provide governance advice and action to the ESG Reporting Advisory Group and thereby facilitate meetings of the group, draft agendas and minutes and manage related communication.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Relevant tertiary qualification with extensive management or specialist experience or equivalent competence gained through any combination of education, training and experience.

- Proven advanced project management experience, with an in-depth understanding of the project life cycle and strategic development of project plans, objectives and documentation.
- Excellent consultation, influencing and negotiation skills and proven ability to engage effectively with diverse stakeholders to achieve successful outcomes.
- Demonstrated strong analytical and problem-solving skills and proven capacity to exercise initiative, flexibility and to be proactive in development of robust solutions to problems.
- Proven ability to develop and maintain effective relationships with key internal and external stakeholders and to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Advanced written and verbal communication skills including preparation of briefing papers and submissions with a high level of attention to detail for deliverables produced.
- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.
- Knowledge of budgeting and resource allocation procedures.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Proven experience supporting committees and providing strategic advice, planning and reporting to senior management, along with demonstrated experience successfully managing projects through to completion, on time and on budget.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.