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## POSITION DESCRIPTION

# Societal Transformation Portfolio Director

Faculty/Division

Division of Soc Imp, Eq & Eng

Classification Level

Professional TFR

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

1 September 2024

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## Position Summary

The UNSW Division of Societal Impact, Equity and Engagement (DSIEE) leads UNSW's efforts to make a positive and lasting impact on society, promoting equity and social justice, and driving engagement activities which enhance UNSW's reputation as a key contributor to society through its research, teaching, and community engagement.

Reporting directly to the Pro-Vice Chancellor Societal Transformation and Equity, The Societal Transformation Portfolio Director plays a lead role within the Division SIEE in co-ordinating support for the discovery, design, planning, implementation, reporting and sustainability of UNSW wide initiatives in response to the findings and recommendations of the Australian Universities Accord, strategic projects and program in the Societal Transformation Pillar and other university wide transformation projects and programs held in the office of the Pro Vice Chancellor Societal Transformation and Equity. For Division SIEE initiatives specifically, the Societal Transformation Portfolio Director will actively engage in the planning, development, coordination, and implementation of initiatives, partnering with stakeholders across each faculty and relevant divisions.

The role is directly responsible for the development of, monitoring and reporting on objectives, outcomes and initiatives across the Societal Transformation Portfolio including developing all project planning documentation and governance, identifying and driving the project teams across all the business units engaged in delivering the actions, and managing all levels of stakeholder engagement and quality assurance. The role will lead the effective implementation of change impact assessments, change management plans, and benefits realisation tracking as well as the active monitoring and support of interdependencies, risk mitigations and key decisions

The role reports to the PVC Societal Transformation and Equity and has one direct report.

## Accountabilities

Specific accountabilities for this role include:

- Support and enable the discovery and design phases of the Societal Transformation and Equity Portfolio through the development, co-facilitation and documentation of outputs.
- Lead the planning and implementation of the Societal Transformation and Equity portfolio including working closely with the PVC STE leadership team towards the realisation of strategic outcomes through effective project management, monitoring support and consistent reporting
- Develop the project documentation and undertake day-to-day project management, including the development of project planning documentation with the business units across the University, identifying key interdependencies and requirements across the portfolio.
- Provide appropriate reporting including on scope, schedule, resourcing, finances, risks, issues, benefits and change impacts to relevant governance forums to enable effective governance across the portfolio
- Lead, develop, and execute a structured (tiered) change management framework and strategy, and support its application across the portfolio of initiatives ensuring consistent change management practices across the University.
- Effectively engage and build trust with senior stakeholders across all faculties and relevant divisions, to enable initiatives to be seamlessly embedded.
- Oversee the project budgets including working with the Senior Manager Strategy and Governance and finance team to produce reports for relevant governance forums where required and requesting any necessary budget uplifts in line with the identified change request process.
- Manage adherence to UNSW governance pathways to ensure projects are managed within a defined, consistent, and proven set of rules for project development and implementation.

- Work with the SIEE Communications team to develop and coordinate communication planning with key stakeholders, both internal and external to ensure effective management of key messages.
- Provide detailed and timely advice and reporting to relevant governance forums on all relevant project management matters, ensure that project issues are identified and resolved promptly, and that agreed actions and desired outcomes are communicated appropriately to all impacted parties.
- Provide detailed, accurate and consistent project and financial reports to the Steering Committee and to the PVC STE to support the University-wide distributed responsibility model and progress towards the Gateway Equity Target and other key strategic priority programs
- 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 subsequent relevant experience or equivalent competence gained through any combination of education, training and experience and/or experience in delivering effective project and change management in large scale transformative programs that include changes to people, organisational structures and culture, processes, and operations.
- Extensive experience working with different project management, transformation and change methodologies and frameworks, and the integration needed to secure key outcomes and deliverables.
- Experience of working on multiyear complex strategic transformation programs at Director level is a distinct advantage,
- Proven high level project management experience, with an in-depth understanding of the project life cycle and strategic development of project plans, objectives, and documentation.
- Advanced written and verbal communication skills, 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.
- Ability to engage a diverse range of stakeholders with competing priorities through a strong understanding of how people go through the change process.
- In depth knowledge of budgeting and resource allocation procedures.
- Superior time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

### 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.