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## POSITION DESCRIPTION

# Project Manager, Engagement

Position Level	8
Faculty/Division	DVC-Education & Student Experience
Position Number	00088106
Original document creation	09 /05/ 2022

### Position Summary

The Project **Manager, Engagement** is a key role in the Office of the Deputy Vice-Chancellor Education & Student Experience in the delivery of operational improvement and staff engagement projects. These activities are critical to the smooth operations of the division and embedding effective and efficient processes and procedures into portfolio activities and making available useful and relevant information to equip staff to perform their roles to the best of their ability.

This involves working closely with the Director of Operations and applying strong project management methodologies and practice as well as stakeholder management to deliver agreed operational improvement project plans. In addition, this role leads and delivers engagement events and projects for staff within the division. The role includes facilitating negotiations and approvals, making recommendations, change management and monitoring against obligations and milestones, reporting, and record keeping aligned with UNSW Policy and Procedure.

The role reports to the Director of Operations and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Lead and manage assigned projects and initiatives including scoping, implementing effective project management methodology, plans, communications strategies, project documentation, reporting and evaluation, negotiation and liaisons with stakeholders at senior levels to ensure that organisational policies and strategies are adhered to and that proper change management processes are undertaken.
- Use superior interpersonal communication skills to anticipate the requirements of the Division and maintain engagement to achieve the objectives of divisional activities while exercising discretion and confidentiality.

- Identify opportunities for process improvement and new projects within the Division and lead the appropriate response and planning to address issues and opportunities.
- Lead the development and preparation of high-quality reports and recommendations, analysis, project and initiative proposals and where relevant business cases for the Director of Operations and DVC Education and Student Experience
- Proactively advise, influence and contribute to the business planning and objectives of the Division.
- Lead the management of engagement activities, events and initiatives within the Division.
- Collaborate with UNSW central services (e.g. Legal, Procurement, Finance, HR, IT etc.) in relation to the delivery of operational projects and associated engagement activities aligned with UNSW policies, procedures and requirements.
- Actively contribute to the development, and management of effective long-term working relationships with key internal and external stakeholders in support of and complementary to activities surrounding project delivery and engagement initiatives.
- Establish and maintain strong networks and working relationships with UNSW Faculties, Schools, Divisions, and Portfolios and work collaboratively with internal stakeholders in particular UNSW Legal and Procurement.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

## **Skills and Experience**

- Relevant tertiary qualification with subsequent experience in a relevant field or an equivalent level of knowledge gained through a combination of education. Experience working in an academic learning and teaching environment, highly regarded.
- Superior interpersonal, communication and negotiation skills with the ability to build and maintain effective collaborative professional relationships with University staff and external stakeholders and the ability to act with tact and discretion in dealing with sensitive and confidential matters.
- Extensive relevant experience developing and implementing project plans, including evaluation of effectiveness and impact, timelines, regular communication and monitoring of progress within budget and required standards.
- Demonstrated understanding of the contract lifecycle and experience managing high-value contracts, governance and projects and their associated relationships with proven ability to develop documentation, achieve timelines and objectives, and engage senior leaders and stakeholders.
- Outstanding organisational skills and a high-level of initiative and flexibility, including the ability to deliver across multiple projects/ initiatives simultaneously, manage competing priorities and demands of stakeholders, and provide leadership in a complex and high-volume work environment.

- Demonstrated high-level written and verbal communication skills, with experience developing reports, recommendations, and communications.
- Advanced level of computer literacy with excellent skills in Microsoft Office applications and the ability to learn and utilise new technologies and platforms to manage contracts and relationships efficiently and effectively.
- Significant leadership and management skills with demonstrated success in developing and fostering teamwork and contributing positively as a team member to enable and ensure the achievement of organisational goals.
- 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.