



Make
it matter.

POSITION DESCRIPTION

Senior Project Lead

| | |
|----------------------------|-----------------------------|
| Faculty/Division | UNSW Canberra |
| Classification Level | Professional 7/8 broadband |
| Hours & Span (Category) | O - UNSW Canberra all staff |
| Position number | 00095352 |
| Shiftwork status | NOT SHIFTWORKER |
| Allowances | N/A |
| On call arrangements | N/A |
| Original document creation | 4 March 2024 |

Position Summary

A **Senior Project Lead** plays a key role within UNSW Canberra in the planning, development and implementation of projects align to the faculty Strategy and Operational Plan. The role plays a critical role in the continued uplift in project management forms part of a project group.

The role entails providing project management, reporting and analytical support, developing communications, building key internal and external relationships, and developing/ consulting on key programs and projects.

The role reports to Project Delivery Manager, supporting UNSW Canberra Executives and Project Sponsors. The role may have one or multiple active projects concurrently and is required to work with Executive Sponsors to prioritise accordingly.

Accountabilities

Specific accountabilities for this role include:

At level 7:

- Develop and monitor the delivery of Faculty projects and initiatives to achieve operational and strategic goals.
- Oversee the development of project plans and schedules and participate.
- Monitor, track and report on the status of project deliverables, assess and manage risks to ensure time, and delivery are in line with approved project plans for assigned projects.
- Provide proactive project support to project team and stakeholders including drafting and manage effective communications with key stakeholders, both internal and external to the project.

At level 8 (in addition to the above):

- Proactively oversee and direct the delivery of Faculty projects and initiatives to achieve operational and strategic goals.
- Undertake day-to-day project management, including the development, the delivery and the evaluation including input into project planning and template documentation.
- Support Executive sponsors by managing project dependencies, risks, issues, change requests and financials and work with the project team to ensure appropriate arrangements are in place.
- 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.
- Use superior interpersonal communication skills to anticipate the requirements of the Senior Management to maintain executive stakeholder relationships, while exercising discretion and confidentiality.
- Support new programs and business improvement activities to streamline administrative processes and contribute to the continuous improvement of systems and procedures by responding to emerging issues to ensure effective resolution with minimal risk to the organisation.
- Lead and/or contribute to projects to support the achievement of organisation level strategic objectives aligned with the Faculty Strategy. Oversee and finalise effective communications with key stakeholders, both internal and external to the project.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)
- 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

At level 7:

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Proven understanding project management and understanding of the project life cycle and development of project artifacts objectives and documentation.
- Sound judgement in determining complexity and seeking support from senior staff where necessary.
- Proven project experience, with an understanding of the project life cycle and development of project plans, objectives and documentation.
- High level of experience working with a range of computer systems and applications.
- 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.

At level 8 (in addition to the above):

- Advanced written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- 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.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.

Progression criteria

Progression to a higher level within a broadbanded position is not automatic and requires support of the supervisor and approval by Senior Management.

The following is required before progression can be approved:

- The incumbent will be expected to have reached the top step of Level 7 prior to progression to Level 8; and
- The incumbent will be expected to have been at the top step of Level 7 for 12 months prior to progression to Level 8;
- Criteria for progression to Level 8 will be based on satisfactory performance of all responsibilities and behaviours at Level 7, and a demonstrated capacity and ability to take on the responsibilities and the behaviours of the position at Level 8; and
- Work at Level 8 is available and required by the work unit on an ongoing basis.

Pre-employment checks required for this position.

- Verification of qualifications
- Criminal History Check
- Identification Check
- Australian Work Rights Check

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.