



Position Description

Project Manager

Student Skills

Division of Student Skills

Classification Level 8

Special conditions

Ability to travel, involving overnight stays, is a necessary component of this role. Hours of work will be allocated according to student needs within the 7am-7pm band.

Appointment is conditional upon the successful applicant producing, satisfying and maintaining a “Working with Children Check”, in accordance with the Commission for Children and Young People Act (NSW).

Workplace agreement [Charles Sturt University Enterprise Agreement](#)

Date last reviewed March 2025

Division of Student Success

Staff in the Division of Student Success work collaboratively with faculties and divisions to enhance students' University experience. We recognise that successful transition into university depends upon a holistic approach involving academic and social integration. Through inclusive practices we enhance participation in chosen courses of study and enable people to make smooth transitions into university and the workforce.

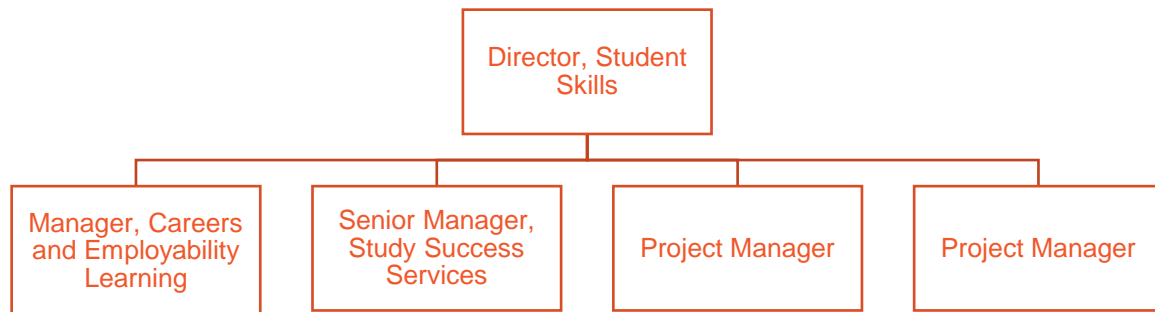
The Division of Student Success ensures a positive correlation between a collegial, humanistic approach to student success and creates an authentic, down-to-earth, and welcoming student experience. The Division focuses on delivery of para-academic support for students that assists students in their academic and career journey and aims to lead industry best practice, contributing to the student-centred approach, student retention strategies and student satisfaction objectives of Charles Sturt University.



Student Skills

Student Skills portfolio provides critical support, learning opportunities and services for students throughout their time at university, whatever their location, study mode or load. We believe all students should be supported to learn the necessary skills to succeed at university and should be empowered to navigate dynamic careers in the increasingly complex world of work.

Organisational chart



Reporting relationship

This position reports to: Director, Student Skills

This position supervises: N/A

Key working relationships

- Director, Student Skills
- Faculty and School staff
- Brand, Marketing and Communications teams
- Division of Student Success
- Division of Customer Experience



Position overview

The Student Skills Project Manager is responsible for the initiation, planning, execution and control and overall leadership of key projects, processes and communication campaigns. The Project Manager will work closely with Student Skills staff, members of project teams and Division of Student Success executives. This role involves liaising with a broad range of stakeholders to drive and deliver projects within agreed timeframes, scope, budget and quality and in some instances, will require hands-on project management of tasks. Working closely with the Student Skills leadership team this role will drive innovative, high-quality student and staff communication, continuous improvement of processes, and the coordination of Student Skills staff into wider university projects and activities.

Principal responsibilities

- **Values:** Consistently embody the University's values in behaviour and decision-making, while encouraging inclusivity and collaboration to foster a safe and respectful work environment.
- Effectively lead and manage Student Skills projects in collaboration with the Director, Student Skills and a range of internal stakeholders to deliver outstanding student experience and outcomes.
- Assist the Director, Student Skills to formulate and prepare proposals, recommendations, submissions, presentations and briefing papers on strategies, plans, policies and practices as they relate to provision of Student Skills programs, processes and campaigns.
- Develop innovative communication and advocacy mechanisms for Student Skills services and lead the planning, design, creation, and dissemination of promotional materials and communications to internal and external audiences targeted at both staff and students.
- Analyse complex business process requirements and establish process documents and provide recommendations for improvement.
- Other duties to support Director, Student Skills as appropriate to the classification as required.



Required capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#). Read the Framework for more detail regarding these capabilities.

Capability	Capability Definition	Level of influence
Innovates		
Creates Innovative Solutions	Uses methodologies that open up creative thinking and transform ideas into actionable plans and strategies. Reflects on outcomes and drives ongoing improvement.	Influence others
Connects		
Builds Relationships	Implements interdisciplinary collaboration, adopts diversity and inclusion principles, and facilitates relationship building to work effectively with others.	Influence others
Achieves		
Optimises Outcomes	Consistently achieves desired results as evidenced through measurement. Recognises accomplishments by praising achievements and sharing success stories to promote learning.	Influence self
Drives Impact	Collaboratively engages with peers and stakeholders in the community and industry. Places our people and students at the centre of design decisions.	Influence others

This section comprises of Enabler and Manages Effectively capabilities from the Charles Sturt [Capability Framework](#).

Capability	Capability description	Level of influence
Enablers		
Manages Projects Effectively	Applies effective planning and coordinates effort using project management practices to deliver specific project objectives.	Influence self

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A degree with subsequent relevant experience to consolidate and extend the theories and principles learned; or extensive experience and management and or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience;
- B. Extensive experience in the design, initiation, management and evaluation of complex projects to successful completion, including demonstrated ability to effectively manage competing priorities and meet deadlines.
- C. Strong interpersonal, communication, collaboration, stakeholder management, influencing and negotiation skills.
- D. Demonstrated commitment to the enhancement of the student experience and high-quality services, including demonstrating respect and inclusiveness of culturally diverse people in all work practices.