

Position Title	Project Manager, Equity and Indigenous Initiatives
Classification	Level 8
School/Division	Deputy Vice-Chancellor (Education)
Centre/Section	Student Life
Supervisor Title	Associate Director, Student Equity and Success
Supervisor Position Number	321541
Position Number	322159

Your work area

The Division of Student Life sits within the UWA Education Portfolio, overseen by the Deputy Vice-Chancellor of Education. Together with the Division of Student Accommodation and Community, Student Life plays an integral role in the shared strategic goal of providing a world-class student experience.

The Division has five core functions, Student Administration, Student Offices, International Student Experience, Student Success, and Student Wellbeing & Engagement. The scope of services centre on the student journey, from the provision of student programs and activities that support and promote access to UWA, to student enrolment, course planning, transition, and progression through the lifecycle of study to graduation. The Division is also responsible for the delivery of services that promote academic success and support wellbeing and engagement for an enhanced student experience. Student Life works closely with the Student Guild, affiliated residential colleges and the wider UWA Education portfolio.

The Student Equity and Success teams facilitate a high-quality student experience focused on access and support for students, both academic and cocurricular activities that enrich an inclusive student experience, including the development of a dedicated first year experience. The Equity and Success Team is responsible for the oversight of the Student Access and Participation Framework which, through local ownership and accountability, the University community seeks to empower all students to aspire to, achieve and thrive at The University of Western Australia.

The School of Indigenous Studies aims to achieve excellence and equity in all aspects of higher education for Aboriginal and Torres Strait Islander people. The School offers outreach programs, an enabling course, entry pathways, and a range of ongoing support programs and services for Indigenous students enrolled in university studies.

Reporting structure

Reports to: Associate Director, Student Equity and Success

Your role

As the appointee you will, under broad direction, lead the strategic prioritisation and project manage a number of initiatives aimed at enhancing student equity and success, following an in-depth review and implementation of a new organisation structure. You will also work with the School of Indigenous Studies to identify key opportunities and projects that support the School and enhance impact for Indigenous students.

You will support teams in providing enhanced support to current students from equity backgrounds and Indigenous students, developing new programs, and identifying and advancing high-impact projects. You will facilitate the adoption of new methodologies and processes, including technological solutions.

Working closely with business owners and other key university departments, you will orchestrate the planning, development, and execution of projects that align with our commitment to student equity and achievement.

Your key responsibilities

Collaborate with stakeholders to create and manage a program of work to implement "Outreach & Access Review" recommendations and identified strategic priorities

Adopt standard project management practices, including creation of project schedules, stakeholder management and communication plans, implementation plans (including budget management where required), reporting, and risk management frameworks (adopting the UWA Risk Matrix) in an integrated way that creates value for Student Life and the broader DVCE portfolio and the School of Indigenous Studies

Ensure that there is a specific program of work to implement Indigenous strategic priorities; and that the assessment of impact and opportunity for Indigenous students is included in the full program of work, development, delivery, review and evaluations

Collaborate with service teams to review and document processes in accordance with APQC and University standards in the University BPM (Promapp)

Oversee the delivery of agreed solutions and the related business change

Prepare and submit reports as determined with your line manager and assess progress

Adapt quickly to changing priorities and imperatives and balance short term problem solving with longer term development

Contribute practical proposals to address issues and solve problems that reflect the opportunities and constraints of a higher education provider

Review and evaluate projects for continuous improvement

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or equivalent competency

Substantial relevant experience providing advice and managing projects in complex large organisations

Strong project management skills, evidenced by a proven track record of successfully planning, executing, and overseeing projects within complex large organizations, ensuring delivery aligns with strategic objectives

Demonstrated experience in stakeholder management and engagement, together with the ability to work collaboratively at all levels and as a member of multiple teams

Highly developed analytical and problem-solving skills and ability to respond positively to challenge and change, combined with excellent organisational skills and demonstrated ability to set and negotiate competing priorities and to meet deadlines

Excellent interpersonal skills with proven ability to influence to achieve strategic outcomes in an effective way, combined with excellent written and verbal communication skills and high-level consultation

An understanding of widening participation and attainment agendas including working with students from diverse backgrounds

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, and email

Working knowledge of the Higher Education sector, particularly relating to Priority Learners (from equity backgrounds and Indigenous students)

Special requirements (selection criteria)

Some after-hours work may be required

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health, and wellbeing safety.uwa.edu.au/