

Position Title	Project Lead – Employee Payment Project
Classification	Level 9
School/Division	People & Culture
Centre/Section	Employee Payment Project
Supervisor Title	Senior P&C Lead
Supervisor Position Number	
Position Number	

Your work area

People and Culture enables the University to implement and deliver its People & Culture strategy to make the University a remarkable place to work, attracting and retaining world-class staff from diverse backgrounds who want to build careers, drive change, provide leadership and create opportunities at an institution renowned for its excellence.

Reporting structure

Reports to: Senior P&C Lead

Your role

The Project Lead is a key role in the Employee Payment Project. The role will be responsible for overseeing and driving the successful execution of specific sub-projects within the program aimed at identifying, reviewing, remediating, and preventing issues with employee entitlements. The role will collaborate closely with cross-functional teams, ensuring that project goals are met on time and within budget, whilst maintaining high standards of quality and compliance. Leadership will be pivotal in fostering a positive work environment and achieving the EERP's overall objectives.

Your key responsibilities

Lead and manage the execution of assigned sub-projects from initiation to completion.

Assist in the creation and development of project plans, including timelines and identifying resource allocations/requirements.

Monitor and drive progress and performance, ensuring adherence to agreed scheduled and budgets.

Identify and help mitigate risks and issues that might impact delivery.

Coordinate and communicate effectively with stakeholders, including team members, senior management, and external partners

Interpret legislation and enterprise agreements and develop business rules to inform calculation methodologies

Translate business rules into requirements for policy and process

Identify stakeholders including impacted staff cohorts requiring payment assessment

Prepare communications templates for impacted staff and validation processes for calculations and communications

Identify detective and preventative requirements and work with Assurance team to design and implement

Provide input into project status reports

Foster a collaborative and inclusive team environment, promoting continuous improvement and innovation.

Perform other duties as directed.

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Extensive relevant experience in managing complex projects in employee relations and HR related fields of work.

Strong leadership skills, with the ability to guide diverse teams towards successful project delivery.

Excellent analytical and problem-solving skills, with the ability to identify issues and develop effective solutions.

Excellent verbal and written communication skills, with the ability to engage stakeholders at all levels.

Ability to manage multiple tasks and manage time effectively to meet deadlines.

Proficiency in identifying, assessing, and mitigating project risks.

Strong experience in managing relationships with internal and external stakeholders.

Ability to pivot and adjust to evolving project requirements and organisational changes.

Commitment to accuracy and precision in all aspects of project planning and execution.

Special requirements (selection criteria)

A degree in Human Resources, Business Administration, Project Management or related field

Experience in employee relations or HR projects

Certification in Project Management (PMP, PRINCE2) (not essential)

Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).