

Senior Project Officer

HEP Level 8

POSITION NUMBER	954715
ORGANISATIONAL UNIT	Digital and Campus Services (DCS)
POSITION REPORTS TO	Senior Manager, Projects & Business Analysis
OVERALL PURPOSE	The Senior Project Officer supports the delivery of the Network Refresh and Application Rationalisation programs by coordinating execution and ensuring alignment with governance frameworks. Working closely with the Senior Program Manager, this role blends project oversight with administrative precision to ensure initiatives are delivered on time, within scope and budget, and contribute to strategic outcomes.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ Works closely with Program, Project Managers, Project, Program Coordinators, Business Analysts and Change Managers within the Business Partnering & Governance ◆ Works with all staff across Digital and Campus Services. ◆ Key VU stakeholders <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> ◆ Vendors, and other universities
LOCATION/CAMPUS	This position is located at Footscray Park Campus but will be required to attend all campuses as needed to complete daily operational requirements.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems, and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally, and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

People and Culture use only

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and international campuses in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Over 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

Commitment to Protecting Country:

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share.

Commitment to Diversity and Inclusion at VU:

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager

ORGANISATIONAL UNIT

Victoria University's Digital and Campus Services Group is focused on high quality customer engagement with a service excellence and innovation mindset and implementing process, system, and built enhancements that will drive better outcomes for students, staff, and our extended community as we seek to be relentlessly customer centric. Digital and Campus Services is responsible for modernising technology platforms and the University's infrastructure on a comprehensive scale to ensure VU is a thriving place to study and work. Working closely with our customers and suppliers, we provide workforce solutions in areas including infrastructure, data, application development, digital solutions, and innovation. This Group includes:

- Office of the Chief Information Security Officer (CISO)
- Business Partnering, Architecture & Governance
- Enabling Technology
- Estate Strategy, Planning and Delivery
- Campus Services

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ **Coordinate and oversee** project activities including resource allocation, scheduling, and tracking of deliverables in accordance with established delivery methodologies.
- ◆ Oversee the management in collaboration with the Senior Program Manager of the defined change activities related to the program involving installation and implementation ensuring deliverables add measurable value
- ◆ Collaborate across-functional teams to drive successful outcomes, maintaining alignment with DCS values and behaviours

- ◆ Organise governance board and steering committee logistics including scheduling meetings, preparing agendas, presentation materials, minutes, and action tracking.
- ◆ Support governance initiatives, including Health Checks, in accordance with DCS frameworks and compliance standards.
- ◆ Maintain accurate project reporting tools, such as dashboards and spreadsheets, to support performance tracking and informed decision-making.
- ◆ Monitor program financials, including budget planning, expense tracking, and forecasting, ensuring alignment with financial governance.
- ◆ Support procurement processes, including purchase order tracking and budget reporting, maintaining accurate records.
- ◆ Assist the Senior Program Manager with financial reporting and forecasting to guide strategic financial decisions.
- ◆ Facilitate effective communication across project teams, leadership, and stakeholders, resolving queries and escalating issues as required.
- ◆ Prepare stakeholder communications and documentation to support transparency and engagement in governance processes.
- ◆ Identify and escalate appropriately the risks related to program delivery, financials, and governance, in collaboration with the Senior Program Manager.
- ◆ Proactively manage health, safety, and environmental risks, ensuring compliance with OH&S plans and safe work practices for all personnel.
- ◆ The role may be required to complete any other duties related and within the scope of the position classification.

TYPICAL/MAJOR CHALLENGES

- ◆ Balancing competing priorities across multiple concurrent program activities, tight deadlines, and evolving scopes within a complex organisational environment.
- ◆ Engaging diverse stakeholders and maintaining collaborative communication to align expectations, resolve issues, and support program delivery.
- ◆ Applying sound judgement and initiative in managing financial reporting, governance compliance, and administrative coordination across varied workstreams.
- ◆ Ensuring adherence to governance, policy, and safety standards, while supporting continuous improvement and managing sensitive, high-impact responsibilities.

LEVEL OF SUPERVISION

Operates under broad direction from Senior Program Manager and Senior Manager, Projects & Business Analysis and may be required to manage other administrative, technical and/or professional staff.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Professional knowledge of IT PMO function and excellent understanding of IT delivery frameworks within the higher education sector, or similarly complex multi-site organisation.
- ◆ Knowledge and experience of MS Suite including Word, PowerPoint and Excel.
- ◆ Familiarity with project management tools and methodologies, along with practical experience in their application.
- ◆ Knowledge of university operations, governance, and decision-making processes, including quality assurance policies and procedures.
- ◆ Preferred experience in large scale network and/or application lifecycle projects/ programs.

KEY SELECTION CRITERIA

1. Knowledge or training equivalent to postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience, or extensive experience and management expertise, or an equivalent combination of relevant experience and/or education.
2. Project Management experience, including the use of project management tools.
3. Exceptional administrative and organisation skills, with a proven ability to deal effectively with high volume workload, competing priorities and a well demonstrated capacity to work on multiple projects simultaneously and deliver results determined by critical dates.
4. Exceptional written and verbal communication, negotiation and interpersonal skills, with proven ability to develop and maintain positive working relationships with both internal and external stakeholders.
5. Advanced-level proficiency in the Microsoft Office suite, particularly in the use of Excel and PowerPoint.
6. Proven ability to manage financial aspects of projects, including budget planning and financial reporting.
7. Capacity to work on multiple projects simultaneously and deliver results determined by critical dates in an organisational environment.
8. Ability to lead and manage staff while operating as an effective team member in a diverse environment.
9. Demonstrated understanding and compliance with employer policy and practices in all aspects of work and conduct, including OH&S and Anti-Discrimination responsibilities, and complete/attend relevant training.

Desirable

1. Clear understanding of the University's strategic directions, structure, and decision-making processes.