



Position Description

Vacancy Title: **Project Manager**

Location:

Reports To: **None**

Objective

The Project Manager oversees specific projects assigned by the bank and coordinates project resources. Ensures standard Westpac Project management disciplines are applied to all projects. Successful implementation of projects and embedding changes driven by projects are key outcomes. Reports to Head of Regional Projects.

Outcomes

Organisational Stakeholders

1. Governance and Compliance

- Apply group governance processes so stakeholders understand their roles, decision-making responsibilities, and escalation paths.
- Ensure compliance with Enterprise methodologies like the Project Execution Framework (PEFm) and Solution Engineering Lifecycle (SELC).
- Provide input to refine and improve governance and compliance practices across projects.

2. Scope and Project Management

- Define scope to ensure project outcomes and benefits are clear, measurable, and aligned to strategy.
- Manage projects to deliver capabilities that meet requirements within agreed scope, time, cost, and quality.
- Monitor progress against milestones, report status to senior management, and optimise resource use.
- Capture learnings for future projects through structured knowledge management.

3. Estimation and Cost Management

- Work with vendors and business units to develop reliable cost estimates aligned to Westpac Pacific's estimation standards.
- Manage approved project budgets, ensuring delivery remains within agreed costs.
- Track financial performance, forecast changes, and optimise resource mix to maximise value.
- Monitor vendor cost performance and address variances proactively.

4. Risk and Issue Management

- Identify, monitor, and report risks and issues across all stages of delivery.
- Escalate risks where required, ensuring senior stakeholders are informed and corrective actions are taken.
- Influence stakeholders to resolve issues and remove barriers to project delivery.
- Build resilience into project planning by anticipating potential disruptions.

5. Stakeholder Engagement

- Actively engage, inform, and influence business stakeholders and delivery teams.
- Build trust and maintain commitment to project outcomes throughout delivery.
- Manage competing interests and negotiate agreements to keep the project aligned.
- Facilitate smooth transition to business-as-usual once projects are completed.

6. Partner and Vendor Management

- Act as the key contact for partners and vendors, ensuring deliverables meet quality, cost, and schedule expectations.
- Monitor and report vendor performance against contract terms and agreed outcomes.
- Address risks or performance gaps to protect project value and ensure integration with wider business activities.
- Foster collaborative relationships that encourage accountability and continuous improvement.

7. People Management

- Source, allocate, and manage individuals with the right capability for project needs.
- Maintain a clear resource plan with roles, accountabilities, and delegated authorities.
- Provide leadership, coaching, and mentoring to enhance team capability.
- Build a positive project culture that supports performance, accountability, and delivery of outcomes.

Responsibilities - Key Competencies

Competence

Description

Business

Business Performance	Manage the performance of the organisation.
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Competence	Description
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.

People

Negotiation	Reach agreement through discussion and compromise.
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Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Business and Management, Technology	Business and/or technology tertiary qualifications or equivalent experience desirable.
Preferred		
Other		Certified Practicing Project Manager (via AIPM) and/or Project Management Professional (via PMI) accreditation desirable or internal training mandatory.

Work Knowledge and Experience

Demonstrated experience managing and achieving results from low complexity projects with characteristics such as indicative cost up to \$5M, project duration up to 12 months, teams typically ranging up to 10 resources.

3+ years experience in projects and/or delivery of technology solutions.

3+ years working in a large and complex organization.

3+ years experience in the financial services industry.

Strong understanding of project management disciplines including governance, risk, estimation, stakeholder engagement, and cost control.

Ability to translate business needs into clear scope and deliverables.

Skilled in financial and cost management, including forecasting and vendor cost control.

Requirements

Regulatory Compliance Requirements

No specific language, professional memberships, or regulatory licenses mentioned.

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Operations Managers – Region	
	Head of Regional Projects – reporting, guidance, and escalation.	
	Management Team	
External		
	Regulators	
	Vendors/Delivery Partners	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Challenger	Queries, tests information/beliefs and provokes thought.
Concrete thinker	Focuses on the tangible experiences of actual things or events.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.
Intuitive	Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 19 Sep 2025