

Position Description – Senior Portfolio Manager

Position Details

Position Title:	Senior Portfolio Manager
Position Number:	50061074
College/Portfolio:	Operations
School/Group:	Information Technology Services (ITS)
Campus Location:	Based at the city campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 10A <i>Salary Schedule:</i> http://www.rmit.edu.au/browse;ID=ewhltt73t01
Employment Type:	Fixed Term
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are a 5-Star university under the QS Stars international evaluation system, and are 16th in the world among universities less than 50 years old (2016–17 QS Top 50 Under 50 index).

In the 2016 QS World University Rankings by Subject, RMIT is 16th in the world (highest ranked in Australia) in Art and Design, and 36th in the world (fourth highest in Australia) in Architecture and the Built Environment. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

Our research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

Information Technology Services

Information Technology Services (ITS) provides RMIT University with Information and Communication Technology (ICT) systems and services. Our role is to support RMIT's high quality teaching, learning, research and administrative activities.

<http://www.rmit.edu.au/its>

Position Summary

The role is part of the SL leadership team and will help to define the delivery strategies in line with the ICT 2020 strategy and Business Areas of Focus.

The Senior Portfolio Manager will ensure successful delivery by considering customer project importance, resourcing (human and material) constraints, work dependencies and hard due dates. The Senior Portfolio Manager will provide sequencing, prioritisation, staff appointments to named work, project and program initiation and broader portfolio delivery management and governance.

The role will work from an initial annual plan and will assess the new demand regularly for inclusions in the portfolio.

This role is required for a fixed-term period to support the delivery of changes to the operating model in relation to the continuing transformation of ITS.

Reporting Line

Reports to: Director, Technology

Direct reports: up to 15

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

Key Accountabilities

- Lead the agile transformation change to establish more efficient and effective mixed business and technology delivery squads.
- Responsible for leading awareness of work progressing in the demand pipeline based on project and epic based delivery.
- Engage and influence senior business managers to ensure the portfolio will deliver its agreed business objectives and support appropriate governance of initiatives within the Portfolio.
- Plan, schedule, monitor and report on activities related to the portfolio to ensure that each program, project or Epic contributes to the overall success of the portfolio and is aligned to the strategic direction of RMIT.
- Identify risks and manage issues with appropriateness of work for this portfolio and identify interdependencies, impact on business activity, deviation from strategic aims, erosion of expected benefit, portfolio staffing and costs
- Identify and notify stakeholders of issues affecting the portfolio and recommend and monitor corrective action
- Lead and drive the appropriate business change activities through leadership of the launch squad to ensure business benefits are realized.
- Optimise the use of corporate resources including human resources to deliver the portfolio by sequencing and grouping work into projects where beneficial
- Provide effective leadership to the portfolio team and take appropriate action where team performance deviates from agreed tolerances
- Collaborate effectively with the broader project management community to facilitate standardisation through reuse of standards, practices, tools and process for project portfolio delivery
- Support, influence and advocate the PMO methods and tools to deliver a standardised quality of service of portfolio, program and project management in an Agile working environment
- Lead improvement in Project Management practices and disciplines, including financial, across the portfolio

Key Selection Criteria

1. Extensive experience in a senior project/program/PMO leader/portfolio/demand manager position in an Agile environment
2. Extensive experience in an agile delivery methodology
3. Proven skills in leadership and management of professional teams including regular interaction with general and executive managers working in delivery related activities within a complex environment
4. Exceptional interpersonal, communication and negotiation skills, with the ability to liaise effectively with internal and external clients and excellent attention to detail in written and spoken communications in order to identify and solve issues
5. Strong evidence of budget accountability and responsibility of \$15M+ portfolios, including the delivery of the agile success metrics.
6. Demonstrated experience and ability to manage staff who are not co-located
7. Proven clear understanding on how and why projects need alignment to strategic objectives, with evidence of applying
8. Demonstrated leadership qualities with a personable demeanour including the ability to supervise, guide, train and motivate staff
9. Strong self-confidence and decisive ability to work independently, managing a functional area to achieve strategic targets on time and within a budget
10. Management of senior business and technology stakeholders while supporting them through the learning curve of the agile transformation.

Qualifications

Relevant tertiary qualifications and/or substantial industry experience required. Current project management accreditation preferred. Agile accreditation preferred

Note: Appointment to this position is subject to passing a Working with Children check.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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