SENIOR PROJECT MANAGER

DEPARTMENT/UNIT: Research & Education Services

FACULTY/DIVISION: eSolutions

CLASSIFICATION: HEW Level 9

WORK LOCATION: Notting Hill campus

ORGANISATIONAL CONTEXT

There’s a certain feeling you get from working at Monash University. It’s the feeling that you’re a part of something special. Something significant. So if you’re looking for the next chapter in your career, it’s here. You’ll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that’s filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu.

eSolutions leads and directs the provision of IT solutions to the University. eSolutions is currently leading substantial technological, service and organisational reform towards creating a single IT function for the University that operates according to the following vision: We partner with our customers to provide complete solutions enabling the Monash academic mission and delivery of the strategic agenda.

We aim to be a customer focused organisation delivering flexible, responsive, coherent ICT services. For more information on the work that we do, please visit our website.

POSITION PURPOSE

The Senior Project Manager contributes to the implementation of the strategy for the delivery of high impact projects in response to strategic business requirements. This includes end-to-end planning and management of large scale and complex IT projects and major change programmes and the associated resources, budgets and targets. Critical to the success of this role is the ability to create and sustain effective working partnerships between senior eSolutions and University stakeholders, IT functions and end users to support the achievement of strategic project outcomes in accordance with agreed timeframes and budgets.

The Senior Project Manager provides leadership and direction to project teams and provides expert advice to senior management about project scope, deliverables and risk mitigation.

Reporting Line: The position reports to the Senior Project Specialist under broad direction, working with a degree of autonomy

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable
KEY RESPONSIBILITIES

1. Contribute to strategic planning, scoping and implementation of high impact projects to support the achievement of IT related objectives and business performance outcomes.

2. Lead and manage large scale, high impact projects/programmes from conception to full "business as usual" integration, drawing on current project management methodologies and including: setting the strategy governing the direction and conduct of projects, leading project planning, scheduling, controlling and reporting activities, ensuring project deliverables are aligned with business objectives, selecting, directing and authorising project activities, ensuring appropriate and effective governance arrangements are in place supported by comprehensive reporting and communication and coordinating and reporting on progress and performance against project milestones.

3. Take accountability for the implementation of project deliverables including leadership of change management strategies and the ongoing monitoring and post-implementation reviews of the impact of project outcomes on business activities and realisation of strategic benefits.

4. Exercise strong financial management for the projects/programmes managed including: developing plans and processes for accounting, budgeting and, where applicable, charging of IT project resources, monitoring costs, analysis of expenditure and explaining variances, negotiating and managing budgets and targets, ensuring that there is adequate funding for all IT project targets and assessing and reporting on financial performance and expenditure at critical project stages.

5. Initiate, develop and maintain strong partnerships with key project stakeholders, including the strategic approach to understanding stakeholder requirements, promoting the overall vision, defining and gaining agreement on roles, objectives and principles for effective relationships, actively managing relationships between senior stakeholders, IT functions and end users and acting as the ultimate escalation point for issues resolution.

6. Identify, source and assign project resources, which may include leadership, mentoring and performance development of project team members, contractors and managing contracts with external providers.

7. Undertake research, devise solutions and provide high level, practical and impartial advice to senior management on complex, multi-faceted project issues.

8. Oversee and manage the preparation of specialised reports, business cases, presentations, briefings and recommendations for senior management and project stakeholders.

9. Identify risks, issues and dependencies relating to large scale, complex projects, ensuring that solutions to problems are implemented in line with change control processes and that effective project governance arrangements are in place.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Postgraduate qualifications and extensive project management experience; or
   - extensive management experience and proven management expertise; or
   - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Exceptional project management skills with a record of successfully managing all aspects of large, complex and organisation-wide projects through to completion, including change management.

3. Exceptional planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines.
4. Demonstrated extensive and broad experience in leading, motivating and developing a team of professionals to achieve objectives

5. Outstanding relationship management and consulting skills, including the ability to interact, influence and negotiate at senior levels within and outside the University

6. Superior analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

7. Exceptional interpersonal and communication skills, including the ability to liaise with and influence senior management, develop effective communication on complex issues for senior audiences and deliver engaging presentations

8. Proven experience in managing change in a large and complex organisation

9. Advanced computer literacy, particularly experience with current project management software and related application capabilities

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.