SENIOR PROJECT MANAGER

DEPARTMENT/UNIT  eResearch, eSolutions

FACULTY/DIVISION  Chief Operating Officer and Senior Vice-President

CLASSIFICATION  HEW Level 9

WORK LOCATION  Clayton 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 in its role as 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: www.monash.edu/esolutions.

Monash eResearch Centre (MeRC) is a University commitment to accelerating research by applying advanced computing and information technology to important research problems. The centre partners with individual researchers, Australian research institutions and global research communities. MeRC is a leader amongst international eResearch initiatives, supporting over 2000 researchers by operating a number of projects including the MASSIVE high performance computing facility, R@CMon - a node of the Nectar Research Cloud, petascale data storage and life-cycle infrastructure, data safe havens for global communities, and the national Characterisation Virtual Laboratory. Staff at the Monash eResearch Centre deliver impact: we help visualise how the human brain is connected, we design high performance computing systems, we write data processing workflows for one-of-a-kind Australian microscopes, and we write smart software for interrogating unique data collections. MeRC is driven by the quality and passion of our staff, and the partnership with the researchers we work with. For more information about the work we do, please visit our website: www.monash.edu/eresearch.

POSITION PURPOSE

The Senior Project Manager oversees the end-to-end delivery of large, complex IT and eResearch software and hardware projects with a university-wide impact. The Senior Project Manager utilizes project management
methodologies to deliver projects in accordance with agreed timeframes, within budget and to achieve strategic business outcomes.

**Reporting Line:** The position reports to the eSolutions eResearch Delivery Leader under broad direction working with a high-degree of autonomy

**Supervisory Responsibilities:** The position manages a team of up to 4 project professionals

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Draw on project management methodologies to manage a number of large, complex projects and/or project related initiatives, with a university wide impact, from conception to final delivery, including:
   - Scoping client needs and identifying project deliverables in a dynamic and complex landscape
   - Developing project budgets, plans, benefit realisations and other support documentation
   - Identifying, negotiating, sourcing and assigning necessary project resources
   - Managing tender processes
   - Managing project team and contracts with any external providers to deliver project outcomes according to project plan
   - Reporting on progress and performance against project schedules and performance indicators, implementing remedial action where performance is below required standard
   - Overseeing the implementation of the project deliverables
   - Planning and overseeing change management strategies for the smooth implementation of projects outcomes
   - Undertaking post implementation reviews and making adjustments as required

2. Provide leadership to team members, which may include resources over which they have no direct supervisory responsibility (e.g. matrix structures, external/partner organisations), including developing, coaching and mentoring staff and managing staff performance to deliver project outcomes

3. Provide coaching support to project initiators by assisting with creating and obtaining approval of business cases, setting up a project structure, using appropriate project management tools, identifying relevant stakeholders and utilising previous lessons learnt from previous projects (if applicable)

4. Effectively control and manage the issues, risks, dependencies and changes in scope associated with large, complex projects

5. Prepare specialised reports, correspondence, recommendations and advice for senior management on highly complex issues with a university wide impact

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

7. Identify and engage with senior stakeholders and work pro-actively to gain their support and endorsement by establishing contacts, conducting presentations and hosting/attending stakeholder meetings

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - Post graduate qualifications in a computing and/or other relevant business discipline and extensive relevant experience in project management; or
   - extensive management experience and proven management expertise; or
• an equivalent combination of relevant experience and/or education/training, including research experience

Knowledge and Skills

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

3. Demonstrated extensive and broad experience in leading, motivating and developing a team of professionals to achieve objectives

4. Proven experience in managing change

5. Outstanding consulting skills, including the ability to devise innovative solutions to complex issues

6. Exceptional communication skills, including the ability to liaise with senior management, develop communication on complex issues for a senior audience and deliver engaging presentations

7. Superior analytical, evaluation and research skills

8. Exceptional relationship management skills, including the ability to interact, influence and negotiate at senior levels within and outside the university

OTHER JOB-RELATED INFORMATION

• The position is based at the Clayton campus, however travel between campuses, data-centres and Monash research precincts may be required from time-to-time

• The position may be embedded within specific research groups for negotiated periods

• Travel to research, vendor or other meetings beyond Monash from time-to-time

• Interstate and international travel is a requirement of this role

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.