SENIOR PROGRAM MANAGER - DELIVERY

DEPARTMENT/UNIT: Fire to Flourish / Monash Sustainable Development Institute

FACULTY/DIVISION: Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)

CLASSIFICATION: HEW Level 9

DESIGNATED CAMPUS OR LOCATION: Clayton campus

ORGANISATIONAL CONTEXT

At Monash, work feels different. There’s a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR) is responsible for the development, implementation and continuous improvement of the University’s research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University’s strategic plan. Reporting to the President and Vice- Chancellor and as an integral member of the University’s executive team, the DVCR further
advances the University’s research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University’s organizational and governance and structure is available at www.monash.edu/about/structure.

As a leading interdisciplinary research and education institute, Monash Sustainable Development Institute (MSDI) is advancing the wellbeing of people and planet, for current and future generations. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to bring together applied and transdisciplinary researchers, practitioners and students to advance systems transformation for sustainable development; and provides a platform to create change through deep collaboration, working in close partnership with government, industry and communities to amplify our impact.

MSDI is leading Fire to Flourish, a five-year transdisciplinary Program working at the intersection of disaster resilience and community development. In partnership with communities affected by the 2019/20 Australian bushfire season, Fire to Flourish aims to support communities to lead their own recovery, co-create foundations for long-term resilience and wellbeing, and disrupt cycles of entrenched disadvantage. The Program will trial and scale innovations in community-led resilience, amplified through partnerships with government, philanthropic, not-for-profit and private sector organisations.

POSITION PURPOSE

The Senior Program Manager provides a range of complex program management and coordination services to support the Fire to Flourish Program. The Senior Program Manager is responsible for the strategic design and day to day operational coordination and delivery of program management across the Fire to Flourish Program, adapting and embedding innovative ways of working across the team. The Senior Program Manager actively contributes to the development of the Fire to Flourish vision, direction and strategic plans, and ensures effective implementation of strategic and work plans to deliver the highest quality research, service and outcomes in our partner communities.

Reporting Line: The position reports to the Program Director under broad direction with a considerable degree of autonomy.

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Design, lead, manage and be accountable for implementation of systems for working across a dynamic and complex program to enable integrated and effective program delivery.

2. Develop, implement and adapt approaches, practices and tools to support the program management needs of the Program.

3. Embed effective ways of working across the program team, providing training, mentoring and guidance in program management practices to support the achievement of program objectives.

4. Develop and operationalise documentation and guidance materials to support the consistent application of program management practices.
5. Plan, manage and run efficient and effective processes and regular touchpoints to align the program team for tracking success metrics to support continual improvement.

6. Develop and maintain processes to support shared visibility of program activities, deliverables and timelines and prioritisation according to strategic objectives.

7. Support program strategic planning, including the development of annual work plans, work roadmaps and delivery timelines to support alignment and prioritisation across program teams.

8. Develop and refine processes and tools to measure and report on program implementation, cadence and performance.

9. Active horizon scanning to anticipate and remove impediments to program implementation, problem solving as required to keep the program on track and on time.

10. Prepare briefing papers and reports to update the Executive Leadership Team and governance bodies on program progress and risk.

11. Manage and be accountable for risk, compliance, OHS and quality assurance for the operations managed, including monitoring and reporting.

12. Initiate, lead and develop strong partnerships, collaborations and networks with relevant business units, industry, government and the broader community

KEY SELECTION CRITERIA

Education/Qualifications

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

Knowledge and Skills

2. Extensive experience in managing the delivery of community focused services and programs across a range of disciplines. Experience engaging with and within granting programs.

3. Strong knowledge of and significant experience leading design and implementation of effective program management systems for trans-disciplinary teams in complex environments.

4. Demonstrated experience coaching, mentoring and supporting teams to adopt new program management practices and embed a culture of agility, collaboration and innovation.

5. Proven experience in risk identification, management, mitigation and change management.

6. Outstanding planning and organisational skills, with experience establishing priorities, managing competing demands, allocating resources and meeting deadlines in a large, complex program.

7. Demonstrated management experience in a matrix structure with the ability to motivate and develop high-performance, interdisciplinary groups.

8. Advanced problem-solving skills, anticipating and addressing challenges, removing barriers to facilitate streamlined, integrated and timely program delivery.

9. Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver innovative solutions.
10. Outstanding interpersonal and communication skills with the ability to negotiate, consult and influence at senior levels and with diverse stakeholders on complex, sensitive issues.

11. Highly developed report writing, presentation, interpersonal, leadership and negotiation skills

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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.