## LEAD, MAJOR PROJECTS TRANSITION

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<th>External Relations</th>
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<td>FACULTY/DIVISION</td>
<td>Medicine, Nursing &amp; Health Sciences</td>
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<tr>
<td>CLASSIFICATION</td>
<td>Level 10A</td>
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<td>DESIGNATED CAMPUS OR LOCATION</td>
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## ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.
To learn more about the faculty, please visit monash.edu/medicine.

The Faculty’s External Relations Unit is responsible for developing and implementing major, multimillion-dollar health-related strategic initiatives across the University in partnership with external stakeholders.

**POSITION PURPOSE**

The Lead, Major Projects Transition is accountable for managing the end-to-end delivery of the implementation phase of multiple significant projects including the National Centre for Healthy Ageing, Victoria Sport and newly planned University Centres which are managed out of the Faculty of Medicine, Nursing & Health Sciences. The position works with senior stakeholders across external partners, Government, the Faculty and its Schools and Departments, and University central portfolios to deliver projects in accordance with agreed timeframes, within budget and to achieve strategic business outcomes.

The Lead, Major Projects Transition is responsible for all aspects of project management, including providing expert advice and leading and championing major change initiatives to support the delivery of project outcomes.

**Reporting Line:** The position reports to Director, External Relations, Faculty of Medicine Nursing and Health Sciences.

**Supervisory Responsibilities:** Not applicable.

**Financial Delegation:** Not applicable.

**Budgetary Responsibilities:** The position is responsible for managing project budgets for implementation phase, as determined by specific projects.

**KEY RESPONSIBILITIES**

1. Establish and take accountability for the successful and timely implementation of major strategic projects as a senior member of the management team by managing major projects in the Faculty involving the relationships between industry partners, government and community organisations

2. To lead transition of successful major projects including the National Centre for Healthy Ageing, Victorian Health Innovation Centre and substantial major pipeline projects through to them being fully operational with the expectation of developing partnerships, leading engagement, establishing infrastructure and project activities whilst also reporting on funding

3. Develop effective major proposals with external partner organizations informed by current market trends and policy context including discussion papers, business cases and high impact presentations to support the attraction of further and sustainable funding for successful major projects

4. Lead, direct and manage projects involving significant resources from conception to final delivery drawing on current project management methodologies, including directing and overseeing all aspects of project establishment, identifying and engaging relevant executive stakeholders, identifying project deliverables, reporting on progress and performance, implementing major change and coordinating and reporting on post-implementation reviews

5. Exercise high level negotiation skills by fostering and building strong executive client relationships including CEOs, Government officials, C Suite professionals and Executive University management whilst influencing and showcasing through to successful and deliverable end results
6. Identify, source and assign necessary project resources, which may include managing a procurement tender process and negotiating and managing contracts with external providers.

7. Lead, direct and undertake research, devise solutions and provide high level, practical and impartial advice to senior management on complex, multi-faceted project issues with the expectation to obtain block grant funding to establish academic research teams.

8. Where required establish, lead and develop a highly trained, motivated and efficient project team, including managing external consultants and contractors, with a focus on excellence in project delivery.

9. Exercise strong budget management and including taking accountability for delivering project outcomes within budget.

10. Lead and manage the preparation of business cases, position papers, briefings and reports for senior management and project stakeholders, including presentation of information.

11. Initiate, develop and maintain strong partnerships with key project stakeholders, including influencing support for project objectives by networking with CEOs, Government officials, C Suite professionals and hosting stakeholder meetings, sitting on committees and developing executive internal and external relationships to develop project budgets and frameworks.

12. Lead, manage and be accountable for identifying risks, issues and dependencies relating to large scale, complex projects and ensure that effective controls and risk mitigation strategies are in place.

13. Other duties as directed from time to time.

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - a relevant postgraduate qualification and extensive experience at senior management level within a complex management environment, or
   - an equivalent combination of relevant experience and education/training

**Knowledge and Skills**

2. Extensive and exceptional project management experience and skills, with a proven record of successfully managing all aspects of large, complex and organisational-wide projects through to completion.

3. Outstanding planning and organisational skills, with experience establishing priorities, allocating and managing significant resources and meeting deadlines.

4. Demonstrated excellence in leading, motivating and developing a team of professionals to achieve project objectives.

5. Outstanding relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders within and outside the university.

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

7. Outstanding interpersonal and communication skills, including the ability influence senior management, develop professional and effective communications for a range of audiences and deliver engaging presentations.

8. Extensive proven experience in delivering major change in a large and complex organisation.
9. Advanced computer literacy, particularly experience with current project management software and related application capabilities

10. Extensive experience in the health-related sector and understanding of public policy related to health system funding and health service improvement initiatives

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.