

Position Description

Strategic Project Manager, Strategy Realisation Office

Position No:	xxxx
Business Unit:	Chief Operating Officer
Division:	Chief Operating Officer Office
Department:	University wide, CFO Admin Strategies
Classification Level:	HEO9
Employment Type:	Full-Time, Fixed Term
Campus Location:	Campus Independent
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

The Strategy Realisation office looks to partner with business units across the University to identify, deliver and embed end-to-end strategic projects. The division positions itself as an internal consulting practice and uses a lateral and inquisitive approach as well as a process and data driven mindset viewed across inter-connected streams and portfolios, to deliver and champion excellence across the university.

The Project Manager, Strategy Realisation Office will support the Associate Director, Service & Strategic Initiatives with management and delivery of complex business initiatives that support University Strategy.

This role is principally required to lead a 12-month complex and sensitive business project that is of strategic and operational significance to the university. Secondly this role will work across the SRO portfolio of business consulting projects, supporting the Associate Director with the management and/or delivery of at least one other strategically significant project.

The manager will independently manage and lead the delivery of strategic business projects with a keen eye on quality and value, as well adhering to internal and external compliance and deadlines.

The successful appointee is expected to possess exceptional management and organizational abilities with a proficiency in partnering with business and senior leaders to achieve intended outcomes. The appointee will be able to engender a sense of urgency whilst possessing strong coordination and leadership skills. The project manager will have a lateral thinking mindset with an eye on both the big picture and the smaller details.

Duties at this level will include:

- Planning, initiating, leading delivery, and closing strategic business projects in a complex stakeholder environment
- Applying industry best practice in project management with a focus on project planning and control – working across multiple teams and organisations within and beyond the University
- Partnering with key stakeholders and senior leaders within the business for day-to-day management and successful delivery of projects
- Creating and executing significant project work plans and revising as appropriate to meet changing project needs and requirements
- Identifying and managing all internal and external reporting milestones to ensure compliance and transparency across project deliverables
- Developing and delivering project change, communication and training plans and associated activities
- Identifying and managing risks, issues and dependencies associated with project activities and an ability to develop appropriate mitigation and/or contingency plans
- Effective tracking of key project milestones within multiple streams of work
- Carry prime responsibility for high-level creative planning and development of strategic solutions which impact multiple areas of the institution's operations.
- Conducting post-project or phase reviews to identify project strengths and lessons learned for consideration by other projects.

Essential Criteria

Skills and knowledge required for the position

- A degree, extensive management expertise and supporting experience, or postgraduate qualifications and extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.

- Demonstrated professional experience in project management/ development at the corporate level, ideally possessing membership and/or certifications in project management (e.g. AIPM, PMI, PRINCE2)-
- Strong leadership skills including the ability to negotiate, motivate, influence, and build relationships.
- Excellent interpersonal skills and demonstrated experience in liaising with staff at all levels of an organisation, negotiating effective outcomes, consultation, and facilitation of group discussions.
- Strong analytical skills including ability to identify performance expectations and anticipate outcomes based on operational considerations.
- Excellent writing, communication, presentation (public speaking), reporting and documentation skills. This includes experience developing Business Cases, Project Management Documentation Status Reporting and Governance Reporting.
- The ability to be reflective, be innovative and able to deliver continuous improvement with a demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to take responsibility for achievement of objectives and critical deadlines.
- Proven record of developing innovative solutions and practical implementations for strategic change.
- Experience working within or alongside an internal or industry consulting firm would be advantageous.

Capabilities required to be successful in the position

- Ability to drive a sense of urgency and hold senior stakeholders accountable to achieve and meet intended outcomes
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create and be part of a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.
- Demonstrated creative, critical and systems thinking – generating ideas and recommending solutions to organisational problems.
- Ability to operationalise strategise and mobilise projects, adapt quickly to disruption and actively contribute to a healthy team culture.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

For Human Resource Use Only

Initials:

Date: