POSITION DESCRIPTION

Position Title: Project Manager / Senior Business Analyst
Organisation Unit: Information Technology Services
Position Number:
Type of Employment: Full-time, fixed term contract for 12 months
Classification: Hew Level 9

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Division of Information Technology Services (ITS) at The University of Queensland provides an information environment that supports the teaching, learning, research and engagement objectives of the University and contributes positively to the student experience and the University’s reputation, in line with our values of Service, Team, Accountability and Results. It delivers network, systems and IT infrastructure support to the University, and application development. Also located within ITS is the internationally recognised network security group, AusCERT, which provides Internet security services throughout Australia and New Zealand. ITS manages core networks not only for the whole of The University of Queensland but also works with other Queensland universities to manage access to the national university network (AARNet). ITS also operates research computing infrastructure and hosts many of the University’s largest servers.

For further information visit our website www.its.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

To support the Enterprise Applications Strategic Enhancements Program (EASE) by leading and managing associated projects and initiatives from scoping and analysis through to implementation, including extensive stakeholder engagement and change management.

Duties

Duties and responsibilities include, but are not limited to:

- Manage all phases of allocated EASE projects and initiatives including analysis and design, development, testing, implementation, business transition and handover
- Facilitate project delivery, establishing project baselines in consultation with the key stakeholders, and reporting against baselines including scope, budget, resources and quality
- Lead, manage and motivate the project team to deliver the expected high quality outcomes on time and on budget
- Establish agile practices for project delivery and mentor the project team, platform owners, business owners and stakeholders to realise the benefits of agile delivery
- Identify all stakeholders and manage the stakeholder engagement processes, including facilitation of project reference groups, to maximize buy-in and ensure ongoing support for the project and project outcomes
- Identify and assess risks associated with the EASE projects, develop and implement strategies to reduce those risks and drive ownership as appropriate
- Organise appropriate resources and skills to ensure project delivery, negotiating with internal and external organisations to facilitate fulfilment
• Prepare project status reports and presentations, high level analysis and design documents and present to Senior Executive and broader forums as required
• Perform any other duties as reasonably directed by the Program Manager.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

• the *University’s Code of Conduct*

• requirements of the Queensland occupational health and safety (OH&S) legislation and related *OH&S responsibilities and procedures* developed by the University or Institute/School

• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University *sustainability responsibilities and procedures*

• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related *responsibilities and procedures* developed by the University

**Organisational Relationships**

The position reports to the Program Manager, Enterprise Applications Strategic Enhancements, and supervises project team members as allocated for specific projects and initiatives.
**SELECTION CRITERIA**

**Essential**
- Substantial project management and business analysis experience.
- Postgraduate or degree qualification in a relevant field.
- Demonstrated capability in the management of large change projects with multiple stakeholders within complex work environments.
- Ability to manage and motivate project teams to deliver successful outcomes within defined time frames.
- Strong interpersonal skills, with the ability to communicate, collaborate, consult and negotiate with staff at all levels, as well as with external agencies, service providers and clients.
- Proven analytical, problem solving and organisational skills, with demonstrated ability to manage numerous tasks, meet tight deadlines, and establish work priorities.
- Proven ability in consulting, negotiating and influencing stakeholders.
- Experience delivering services in an agile development environment and a demonstrated understanding of agile principles.

**Desirable**
- Project management certification such as PMBOK/Prince 2/AgilePM
- Experience in working with systems in the Higher Education Sector

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.