POSITION DESCRIPTION

Position Title: Program Management Officer Manager
Organisation Unit: Queensland Genomics Health Alliance (QGHA), Office of the Deputy-Vice Chancellor (Research)
Position Number: 3036438
Type of Employment: Full Time, Fixed Term until June 2021
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 (60). 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 Deputy Vice-Chancellor (Research) is a member of the University’s Senior Executive and has responsibility for the development and advancement of the University’s profile in research and research training. This includes the strategic management of research at an institutional level; development of research policy; management of strategic research funding; development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University’s Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University’s research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management, contract negotiation; and research ethics and integrity.

Further information is available at: http://www.uq.edu.au/research.

Queensland Genomics Health Alliance

On the 22nd of September 2015, the Queensland State Government announced a $25m five-year commitment to research aimed at integrating genomics into everyday healthcare.

Potentially positioning Queensland as a world-leader in the translation of genomics research into healthcare practice, the Queensland Genomics Health Alliance (QGHA) will encourage collaboration within and between the state’s health system and research and academic communities to discover how genomics can improve health outcomes for Queenslanders.

With a charter to be patient-centred and clinically-led, The University of Queensland has been chosen to lead the QGHA, working collaboratively with all universities in the State, key Queensland-based research organisations, the Queensland Hospital and Health Services network, private health providers and associated health organisation throughout the State.

Further information is available at: http://www.qgha.org

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

The PMO Manager will provide program management oversight of the QGHA Program by proactively managing quality assurance for program and project delivery. The PMO Manager will develop and maintain key project management documentation, schedules and tools, active participation in risk and issue management, and track progress and quality against agreed milestones and standards. The PMO Manager will also work directly with Demonstration Project and Capability-building Work stream leaders who are responsible for the delivery of programs. The PMO Manager will support these leaders in the development of their project plans and determination of project requirements, communicate ideas for improving processes and help build project management capability across the Alliance.

Duties

Duties and responsibilities include, but are not limited to:

- Development and management of project and program plans – reviewing and monitoring the projects and project plans regularly to ensure tasks and milestones are being achieved in a timely manner and preparation of summaries for governance reports.
- Development and maintenance of key project management documents and tools, in conjunction with the Program Team, ensuring projects are aligned to the QGHA strategy and that all project files, schedules and documentation are of appropriate quality for all projects.
- Take an active part in the project issue/risk management process, by contributing to the identification and prioritization of existing and potential issues and risks, and helping to develop strategies and controls to mitigate these and proactively manage these risks. Use sound judgement to identify which issues and risks should be tracked, escalated, and prepare of summaries for reporting requirements.
- Assist in building project management capability within the Program Team by collaborating with other staff, coaching and mentoring others and generally encouraging the appropriate use of project management techniques by others.
- Safeguard compliance with internal policies and processes, including but not limited to project management methodology.
- Provide ongoing quality assurance for program delivery using the appropriate management tools, in areas such as project status reporting and create relevant project documentation across the program of work.
- Ensure Project Managers are accountable for their commitments and are tracking deadlines, deliverables, resources and timelines throughout the project process.
- Provide timely and accurate information to the General Manager and Executive Director for the program including project resourcing, project status and project schedules, to enable fully informed and timely decision-making.
- Assists with determination of project requirements.
- Uses project scheduling and control tools to track the progress and quality of work being undertaken. Ensuring projects' completion of schedules to agreement, and project members' full understanding of contractual milestones and other project and program obligations.
• Liaises, negotiates and manages relationships with various stakeholders and program partners by working closely and collaboratively with the Executive Director, General Manager and Communications and Engagement Manager

• Effectively and accurately communicates relevant project information to stakeholders and the QGHA business team.

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 General Manager, Queensland Genomics Health Alliance.
SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to a postgraduate degree in business, project management or a related field; or an equivalent combination of extensive relevant experience and/or education/training.

- Minimum of 3 years’ experience in a PMO environment, developing, monitoring and contributing to successful delivery of projects though effective use of project methods including PRINCE2, Managing Successful Programs (MSP), CMMI, SIGMA

- Excellent interpersonal, oral and written communication skills; proven aptitude for communicating effectively with a variety of audiences, including the ability to effectively influence with all levels of management and project stakeholders ideally in health and/or research settings.

- Demonstrated knowledge of project management techniques, tools and methodologies, covering all phases of the project lifecycle

- Excellent analytical and problem solving skills with a proven ability to operate in a complex environment with uncertainty and ambiguity and show a flexible attitude to enable and inform well-reasoned decision making.

- Confidentiality, sound judgement and attention to detail are essential.

- Outcomes focused with an ability to autonomously coordinate multiple initiatives simultaneously whilst supporting the team and organisational objectives

**Desirable**

- Complex program management experience in the field of health service delivery/healthcare sector or higher education/research is desirable.

- A further qualification and/or experience in a business management, science or health related field.

- PRINCE2, Managing Successful Programs (MSP) or other Project, Program or Portfolio Management Methodology.

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The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.