## POSITION DESCRIPTION

**Position Title:** Portfolio Manager  
**Organisation Unit:** Information Technology Services  
**Position Number:**  
**Type of Employment:** Fixed Term, full-time  
**Classification:** Hew Level 8  

### 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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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

The Portfolio Manager is responsible for ensuring the Chief Information Officer has line of sight of all IT projects across UQ, and that these are aligned to strategy with appropriate project governance. The Portfolio Manager will also support the ITS Senior Management Team in drafting complex reports designed for both internal and external audiences.

Duties

Duties and responsibilities include, but are not limited to:

- Proactively oversee the portfolio in execution, from initiation to project closure, working with Project Managers and technology experts, identifying and escalating risks and issues that may affect the projects’ delivery in terms of quality, cost, time and scope.
- Ensure that projects are delivering capabilities and benefits in line with each agreed business case.
- Develop and maintain documents and processes that support good IT Project Management practices, including but not limited to maintaining the Project Management Framework, coordinating the Project Managers Community of Practice and performing the Project Manager Inductions.
- Perform secretary duties for the IT Project Advisory Board.
- Manage a Reporting Dashboard for the portfolio in execution, which includes all aspects of project management, service delivery management, Architecture artefacts and quality milestones.
- Manage project communication with internal and external clients and stakeholders.
- Support in the preparation of major project funding requests.
- Preparation of key executive reports as required.
- An employee may be required to carry out other duties within the scope of the classification and within the limits of their skill, competence and training.

**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](#) developed by the University.
- 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 Associate Director, IT Governance, and will be required to direct other professional or technical staff on work relating to specific tasks or projects.
SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to postgraduate qualifications in IT, business or related field, or significant progress towards such qualifications, and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Extensive experience in portfolio, program or project management, including demonstrable skills in the management of large projects with multiple stakeholders, a strong understanding of project management principles and methodologies and experience developing and managing effective project documentation.
- Well-developed interpersonal and communication skills and the ability to effectively manage stakeholders at all levels and to effectively present information to those stakeholders in various formats (verbally and in writing).
- Broad knowledge of information technology and experience working in a large IT department.
- Analytical skills sufficient to assess problems and propose appropriate solutions.
- Demonstrated commitment to delivery of outcomes, and a self-motivated, positive and enthusiastic approach to achieving goals through effective team and individual work.
- Organised and methodical approach to tasks.

**Desirable**

- Experience in working 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.

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