Appointment of
Project Manager, HCMS
For more than a century, The University of Queensland (UQ) has maintained a global reputation for creating positive change by delivering knowledge leadership for a better world.

UQ ranks among the world's top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking (32)*, the Performance Ranking of Scientific Papers for World Universities (43), U.S. News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and Times Higher Education World University Rankings (69).

At UQ, we’re changing the way higher education is imagined and experienced. Our students enjoy innovative and flexible learning options, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment.

More than 52,000 students, including the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students, study across UQ’s three beautiful campuses in South East Queensland at St Lucia, Herston and Gatton. They include more than 16,400 postgraduate and about 15,400 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more national teaching awards than any other Australian university, UQ is committed to providing students with the best opportunities and practical experiences during their time with us, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

In December 2017, UQ celebrated its 250,000th graduate joining its global alumni network, which includes approximately 13,800 PhDs and spans more than 170 countries.

UQ’s six faculties, eight globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 1500 scientists, social scientists and engineers who champion research excellence and continue UQ’s tradition of research leadership. This is reflected in UQ being awarded more Australian Research Council funding ($25.8 million) for fellowships and awards commencing in 2017 than any other Australian university.

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than $15.5 billion.

In 2018, UQ was ranked first in Australia by the prestigious Nature Index tables, and 110th overall in the world.

UQ is one of only three Australian members of the global Universitas 21; a founding member of the Group of Eight (Go8) universities; a member of Universities Australia; and one of only three Australian charter members of the prestigious edX consortium, the world’s leading not-for-profit consortium of massive open online courses (MOOCs).

UQ employs more than 6600 academic and professional staff (full-time equivalent) and has a $1.75 billion annual operating budget.

* CWTS Leiden Ranking 2018 measured by the Impact indicator P(top 10%), ordered by P(top 10%) with fractional counting
Governance

The University is governed by a 22-member Senate representing University and community interests. Senate is led by a Chancellor and Deputy Chancellor. The Senate has delegated to the Vice-Chancellor many of its powers under the University of Queensland Act 1998 to appoint staff, manage and control University affairs and property, and manage and control finances.

uq.edu.au/about/governance

Strategic directions

Knowledge leadership for a better world. Create change.

Transforming our student experience through a flexible, integrated and partnered learning environment

Enhancing our high quality research by improving our capacity to collaborate to achieve greater impact

Building engaged and strategic partnerships with a broad range of local and global networks

Committing to activities that attract, support and retain a diverse and inclusive community of high achieving staff and students

Building an agile, responsive and efficient University operation

Diversifying our income streams and managing our resources to establish a sustainable financial base

The University of Queensland sets its agenda within a truly global context. It is a university that is connected with the global community, addressing the issues that are impacting on the modern world. UQ’s aim is to attract the best minds of today, and to develop and support the leaders of tomorrow. The University has an ongoing commitment to strengthening its impact and reputation by building greater research capacity and through the delivery of high quality teaching and learning programs.

The 2018–2021 period will be a challenging and exciting time as the University adapts to a rapidly changing environment. Our plan encapsulates a commitment to remaining comprehensive while emphasising the importance of collaboration, diversity and partnered innovation as a critical means of solving complex global challenges.

We will transform our students into game-changing graduates ensuring that they are not only prepared to succeed in their chosen pathway, but will also provide the leadership necessary to create change.
The University of Queensland positively influences society by engaging in the pursuit of excellence through 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.

Transforming students into game-changing graduates through excellent teaching, support, and exposure to world-leading research is a focus of UQ’s Strategic Plan 2018–2021. The world is changing at a breakneck pace, and it is vital that we prepare our students to not only adapt to this change, but also to make a positive impact on society and collectively build a beneficial global legacy. Evidence-based knowledge, the ability to work collaboratively to solve complex problems, and a passion for innovation will be essential attributes for our students, regardless of the exact future shape of society. UQ’s Strategic Plan 2018–2021 focuses on graduate employability, collaboration and diversity and inclusivity.

UQ’s Strategic Plan 2018–2021 is available to download from the following website:

about.uq.edu.au/strategic-plan

Our values

Pursuit of excellence
We strive for excellence, seeking to apply the highest standards to benefit our communities.

Creativity and independent thinking
We welcome new ideas from our staff and students as well as from our alumni and our external partners. We support intellectual freedom, courage and creativity. We encourage the pursuit of innovation and opportunities.

Honesty and accountability
We act with integrity and professionalism and uphold the highest ethical standards. We are committed to transparency and accountability. Our decisions ensure responsible stewardship of the University’s resources, reputation and values. We lead by example in all areas including our approaches to sustainability.

Mutual respect and diversity
We promote diversity in the University community – through our people, ideas and cultures. We create a vibrant, inclusive environment in which ideas flourish and future generations, regardless of background, are empowered. We respect our colleagues and work together for shared success.

Supporting our people
UQ ensures the safety and wellbeing of our people. We create an inclusive and supportive university community in which achievements are celebrated and rewarded. Our people have the opportunity to enrich their lives and pursue their goals.
The UQ Leadership Framework identifies seven key capabilities that define leadership in the UQ context. The framework aligns with UQ's strategic direction, and mission, vision and values.

**Achieves results and drives accountability**
Leaders ensure engagement and performance, and motivate and empower others to achieve results.

**Communicates and collaborates with influence**
Leaders engage others in open and honest dialogue about important issues and actively seek common interests and goals.

**Exemplifies personal credibility and integrity**
Leaders strive for personal achievement and are visibly proactive and ethical in their dealings with others.

**Fosters learning, inquiry and innovation**
Leaders nurture an environment that allows for multiple perspectives and challenges assumptions, and model openness to new ideas.

**Purposefully leads change**
Leaders initiate and lead change and improvement agendas, modelling behaviour that embraces innovation and change.

**Thinks and works strategically**
Leaders create and communicate a clear direction for the future, aligned with UQ’s vision.

**Values people and builds culture**
Leaders create a positive, constructive workplace where people feel connected and valued.
Strategic Program Office

The University operates in a rapidly changing environment within a global marketplace, where institutions strive for higher levels of excellence and reputation. Australian universities face increased financial pressures, regulatory changes arising from the 2014-2015 Federal Government budget announcement, reputational pressures and changing client expectations (student, industry and government).

Within this context, UQ seeks to review its services, to ensure that UQ remains competitive and sustains success in the longer term. A focus on continuous improvement as part of every person’s contribution to the future of UQ is vital to ensuring a service oriented culture.

The University’s Strategic Program Office will enhance UQ’s ability to deliver its core functions of learning, discovery and engagement. This University-wide program will adopt a One UQ approach with shared commitment and responsibility to enhance the student and staff experience by transforming internal business operations.

The program seeks to:

• Enhance the student experience and increase student satisfaction levels
• Improve the workplace experience for staff members
• Ensure a better use of UQ’s resources through improved operational efficiency and effectiveness with freed resources reinvested in learning, discovery and engagement.
Role of the Project Manager, HCMS

Primary purpose of the position
This position will lead the planning, project management, and implementation of transformative HR systems projects and initiatives, which are aligned with, and fundamental for, the successful deployment of the University Strategy. This will include the upfront development of business cases in support of key systems initiatives and change programs as well as working closely with Business Units in the implementation of the initiatives.

This position reports to the Director, Strategic Program Office Program, and will work closely with the Strategic Program Office Program Coordinators, the Strategic Engagement and Change Manager and senior leaders across the University. The Project Manager will have a strong relationship with the University’s Human Resources function.

Duties

Initiative development, design and delivery
• Work closely with business units and senior stakeholders to plan and define scopes of work.
• Undertake detailed market analysis for relevant products and solutions
• Conduct impact assessments.
• Conduct financial analysis and budget planning, identifying key financial risks and recommend mitigation strategies.
• Produce clear and succinct reports, presentations, business cases, blueprints, implementation plans and project plans.

Project Management
• Coordinate and lead system related project development and delivery within the jurisdiction of the Strategic Program Office (SPO).
• Develop and maintain project plans and schedules.
• Administer and organise project documents to ensure tracking, activity status and version control.
• Develop project reports, including financial reporting, in line with project methodologies, templates and organisational structures.
• Ensure fit for purpose governance forums are embedded into project work.
• Coordinate and lead project meetings (including team meetings, Steering Group meetings, Stakeholder workshops, events and other activities) in conjunction with SPO Program Coordinators.
• Participate in other program and project activities, including: supporting change and communications, resourcing, recruitment and/or finance.
Communication and stakeholder engagement

- Develop and implement communication and stakeholder engagement plans.
- Engage with and manage potential and current system vendors
- Support business units in preparing for and adopting change.

Other

Ensure you are aware of, and comply with, legislation and University policy relevant to the duties undertaken, including:

- The University’s Code of Conduct: ppl.app.uq.edu.au/content/1.50.01-code-conduct
- Uphold the University values and foster a culture across the portfolio that encourages collaboration, innovation, and service delivery aligned with the University’s values: about.uq.edu.au/strategic-plan/vision-mission-values
- Requirements of the Queensland Work Health and Safety legislation and related responsibilities and procedures developed by the University: uq.edu.au/ohs/index.html?page=133956
- The adoption of sustainable practices in all work activities, and compliance with associated legislation and related University sustainability responsibilities and procedures: sustainability.uq.edu.au/policies-and-procedures/responsibilities
- 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: ppl.app.uq.edu.au/content/3.30.13-esos-compliance-commitment
Selection criteria

- Postgraduate qualifications and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training
- Substantial experience and a track record of delivering strategic IT or System related projects (e.g. HCM, Payroll, HRIS, or similar) in a similar large and complex organisation
- Ability to evaluate and interpret complex data, apply rigorous logic and sound business judgement and integrated thinking in improving processes and providing solutions
- Highly developed interpersonal skills, with the ability to foster strong collaborative relationships and stakeholder engagement at all levels
- Expert communication, influencing and negotiating skills with demonstrated experience of engaging effectively with stakeholders in a complex environment.
- Demonstrated experience with financial reporting, tracking and administration of project budgets, and forecasts.
- Experience with leading and managing small teams in a project context.
- Knowledge and experience of the higher education environment;
- Current knowledge of HCM Systems and vendors
- Commensurate with the Values of the University, exemplify credibility and accountability with the outstanding personal qualities of openness, respectfulness and integrity and a commitment to equity, diversity and collaboration.

Selection committee

The selection committee for this position will be chaired by the Director, Strategic Program Office.
Conditions of employment

Employment type
The initial appointment will be for a term of five years. A further appointment may be offered.

Salary and benefits
An attractive remuneration package will be negotiated with the successful candidate including 17% superannuation. Remuneration will be subject to periodic review. Leave entitlements include 4 weeks annual leave, up to 10 days personal leave and up to 5 days carer’s leave. Other terms and conditions of employment may be negotiated.

Relocation
In the case of an interstate or international appointee, the University will offer a relocation package for travel and establishment expenses. Details will be negotiated as part of the contract of employment.

How to apply
Applications should be submitted through UQ Jobs, and should include an up-to-date CV, cover letter, and responses to the selection criteria:

jobs.uq.edu.au/caw/en/job/505518
About Brisbane

Brisbane is the sunny, sophisticated capital city of Queensland and gateway to its many famous attractions. It is Australia’s third largest city and fastest-growing capital with a population of more than 2.2 million, offering a safe, friendly, multicultural environment. The inner city is characterised by the Brisbane River, parklands, convention facilities, museums, art galleries, a casino, malls, shopping districts and a host of cosmopolitan restaurants and cafés.

Brisbane offers a range of lifestyle benefits including climate, culture, family fun and sport. Residents and visitors can combine art and outdoor adventure in Brisbane, where South Bank’s cultural institutions and restaurants meet riverside gardens and a lagoon. Take a paddle steamer or ferry down the Brisbane River, abseil Kangaroo Point cliffs and bike ride through the City Botanic Gardens. Go for a day trip to Moreton Island, Noosa, the Sunshine Coast or the Gold Coast with just a short drive to each beautiful destination. National Parks, rainforests and attractions such as Australia Zoo, Dreamworld and other theme parks are also a short drive away.

The perfect place to raise a family, Brisbane is one of the safest cities in Australia and boasts a wide range of cultural attractions, numerous theatres, art galleries and a world class museum; the city is dubbed a food and drink lover’s paradise. Brisbane is one of Australia’s most liveable and affordable capital cities. Brisbane enjoys a subtropical climate providing sunny days almost all year round, with enough rainfall to keep the city and suburbs cool and green.

Just an hour south of Brisbane’s CBD is the Gold Coast, where the high rises are built around superb beaches like Surfers Paradise with lively nightlife, international theme parks and designer boutiques. A few hours drive north from Brisbane is the Great Barrier Reef, one of the ‘natural wonders of the world’. As the largest World Heritage Area, it stretches more than 2000 kilometres alongside the coast, and is home to around 1500 species of fish and 350 types of coral. Stradbroke, Moreton and Fraser Islands are also world-famous attractions that are close to Brisbane, and offer some of the largest dunes in the world.

A leader in education

Brisbane has a wide range of high-quality schools at primary and secondary level, religious or non-denominational, single-sex or co-educational, with many offering excellence programs or other specialty features such as the International Baccalaureate. Brisbane also offers some of the greatest learning institutes in Australia, with three major internationally recognised universities on offer. Each of the universities in Brisbane offer a high-quality learning environment with access to some of Australia’s finest institutions covering all areas of study from law and medicine through to business, marketing, tourism, IT and biotechnology. The University of Queensland (UQ) is one of Australia’s leading research and teaching institutes, ranking among the world’s top universities.

Lifestyle

In the heart of Brisbane city, Queen Street Mall is a vibrant shopping and lifestyle precinct and is Australia’s most popular pedestrian mall. Brisbane is also the home for many of Queensland and Australia’s major sporting events in rugby league, rugby union, AFL and cricket.

Brisbane residents have excellent access to healthcare in both public and private sectors, covering hospitals, general practitioners, dentists and other allied healthcare professionals. There are numerous public and private hospitals including the Princess Alexandra Hospital, the Mater Hospital network, The Queensland Children’s Hospital and the Royal Brisbane and Women’s Hospital. Urgent and emergency medical care is readily available to everyone.
Further information

General information on the University is available through the University’s website: uq.edu.au

Other documents which you may wish to refer to include:

- Annual Report: uq.edu.au/about/annual-reports
- Governance: uq.edu.au/about/governance
- Organisation chart: uq.edu.au/about/docs/org-chart.pdf
- Research at UQ: research.uq.edu.au
- UQ Global Strategy: global-strategy.uq.edu.au