

POSITION DESCRIPTION

Position Title:	Project Manager
Organisation Unit:	UQ Centre for Energy Data Innovation
Position Number:	
Type of Employment:	Full time, fixed term
Classification:	HEW Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) is one of Australia's leading research and teaching institutions. For more than a century, we have been bringing together outstanding educators, researchers and innovators – across a range of disciplines – to inspire the next generation and to advance ideas that can benefit the world.

Today, UQ is [ranked among the world's leading universities](#) and we are consistently recognised as one of the top 5 universities in Australia.

Each year, we teach around 55,000 students across 6 faculties, located at our 3 beautiful campuses at St Lucia, Herston and Gatton – as well as online. We aspire to broaden the knowledge and skills of these students, so that they're equipped to achieve their professional goals and make a positive contribution to our society, and the world.

The University is also home to 8 research institutes and more than 100 separate research centres with an interdisciplinary community of more than 1500 researchers, who have come to UQ from all over the globe. This outstanding community of researchers is continuing to build upon UQ's long and proud tradition of discovery science, invention, innovation, translation and commercialisation.

At UQ, we recognise that our people are our greatest asset. As such, we seek to recruit innovative people who are passionate about helping us to advance our mission and broaden our impact.

Our culture is built on the things that we value most highly – the pursuit of excellence; creative and independent thinking; honesty and accountability; mutual respect and diversity; and providing support for our people. Through the promotion of these values, we're creating a culture that encourages our people to bring their very best, authentic self when they come to work at UQ.

Organisational Environment

Faculty of Engineering, Architecture and Information Technology

The Faculty of Engineering, Architecture and Information Technology at The University of Queensland (UQ) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 33,000 Faculty graduates have gone on to use their UQ

education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

Creative problem solving – through great science, engineering and design – means faculties like ours have an increasingly vital role to play in the world's future.

Further details are available at www.eait.uq.edu.au

School of Information Technology and Electrical Engineering

The School offers hands-on study programs, underpinned by cutting-edge research and innovative teaching in computer science, information technology, data science, cyber security, electrical and software engineering and interaction design.

Our programs are designed in consultation with industry through our Industry Advisory Board, and enhanced not only by our celebrated teaching team, but also with dedicated specialist laboratories, studios and the latest in software and production equipment.

Our international activities prioritise long-term partnership development with a select number of institutions in India, South-East Asia and China, as well as providing opportunities for current students to combine study and travel with a European Double Degree.

Our research focus is around health, data, automation and energy, and is contributing to a society that is more connected, healthy and secure. Staff and students within the School are widely published and attract highly competitive grant funding and industry sponsorship.

Further details are available at www.itee.uq.edu.au

UQ Centre for Energy Data Innovation

UQ, together with its partners have created a big data research centre for LV electricity network analytics. The Centre utilises a fully supported, scalable cloud-based data platform built by one of its partners that enables large data sets to be ingested and validated in near real time and provides an environment for our researchers to access, analyse and visualise the data.

The research team consists of Electrical Engineers, Data scientists and interaction designers and they are building their capability by working on a range of research topics (safety, demand and DER related) using a data set of 500 residential homogeneous network sensors delivering 1-minute measurements in near real time (this fleet of sensors will grow to 20,000 over the next 12 months) as well as 20 residential data sensors delivering 1 second data from each circuit in the homes. The Centre is also finalising an ARENA grant proposal to investigate LV network visibility using heterogeneous data from non-traditional sources (inverters, EV chargers, smart home devices, NBN equipment).

The mission of CEDI is to deliver new and valued insights to all electricity networks who are continuing their journey to a future smart grid architecture.

CEDI is located at the Long Pocket campus in Indooroopilly.

The Project

This project is an industry Collaboration project being undertaken by the UQ Centre for Energy Data Innovation in conjunction with two electricity network service providers and two smart grid technology providers.

One of the biggest strategic challenges for Electricity Networks is accommodating the impacts and opportunities created by the growing penetration of distributed energy resources - DER (rooftop solar panels, batteries, electric vehicles).

This is a two year project that will utilise data from a variety of traditional and non-traditional sources to explore the impact of increasing penetration of this DER on power quality and reliability.

The project manager will be responsible for the delivery of this project on time and within budget.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

As a Project Manager, you will be responsible for the delivery of the newly created Project, a data collection and analytics project focused on using neighbourhood data intelligence to understand the amount of electricity generated from rooftop solar PV that can be actively exported onto the electricity network.

This is a hands-on role that will require you to move between Project Manager and Business Analyst regularly to achieve the outcomes required.

You will successfully initiate, plan, design, execute, monitor and control all project activities in alignment with the existing project initiation documents and project contracts.

This project is a data science and electrical engineering technical project which will be resourced with appropriately skilled SME's and researchers however the Project Managers might benefit from some knowledge of these areas however the role is predominantly about ensuring strong project discipline and orchestration.

The Project Manager is accountable for achieving successful attainment of agreed milestones at the project level, and meeting project and regulatory requirements according to time, quality/scope and budget.

The Project Manager supervises (either directly or indirectly as required) communications and stakeholder management staff associated with the project and guides key project resources provided by Partner organisations. They will lead the development of procedures and compliance as well as delivery of quality processes to ensure the safety of research participants and the integrity of the research data.

Duties

Duties and responsibilities include, but are not limited to:

- Manage the project level activities of the Project SHIELD team as required, including management of tasks, timeline, budget, resources and collaborating sites.
- Coordinate the efforts of the Project Working Group to ensure all Partners are delivering against plan.
- Provide updates to the Project Steering Committee, Updates will include engagement, project plans, trial budget and timeline management, quality standards, risk management and mitigation strategies.
- Lead the monitoring activities of the project, including review, reporting, oversight of tracking, follow up and resolution of issues
- Address quality issues with the responsible Project Working Group team member, and identify opportunities to improve training, execution and quality control across the team
- As required, manage the implementation of relevant OHS Policies and Standard Operating Procedures, and ensure training and compliance of the project.
- Develop tools to assist the Project Working Group with the management and monitoring of the project.
- Produce written reports and manuscripts related to project activities
- Participate prominently in educational and knowledge sharing activities in the wider electricity network community
- Play a key role in all aspects of project management, planning, execution and closure
- Contribute to and adopt best practice project management methodologies, including risk management, change management practices, stakeholder management practices and ensuring attainment of deliverables on time, within scope and on budget.
- Implement project plans, monitor project deliverables, timelines, resource allocation and cost
- Ensure business needs are clearly identified and documented at project initiation
- Track and report project outcomes and finances
- Maintain project documentation
- Lead regular meetings with the project participants team
- Any other duties as reasonably directed by your supervisor

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 functionally to the School Manager of ITEE and operationally to the Director, Centre for Energy data innovation.

SELECTION CRITERIA

Essential

- Postgraduate qualifications or progress towards postgraduate qualifications in a business-related field and extensive relevant experience; or an equivalent combination of relevant experience and/or education and training.
- A relevant certification in Project Management, ideally from the Australian Institute of Project Managers or similar.
- Certified Prince 2 practitioner or similar and demonstrated success in applying project management principles in the successful delivery of similar projects including
 - Management of project budgets, project plans and the schedule
 - Tracking and formal reporting (Steering committee, partners and funder)
 - Documenting project progress
- 3+ year of project management experience, with evidence of delivering successful project outcomes.
- Demonstrated experience successfully engaging, managing and motivating partners in a consortium project whilst maintaining an authoritative approach.
- Demonstrated experience establishing project governance processes and working closely with a Steering Committees.
- Demonstrated experience in proactively managing risk assessment, risk mitigation, communication of risk and issues management.
- Passion for meeting project goals to improve business results and strong sense of ownership over delivery of results
- Experience in negotiation, compromise development and conflict management.
- Strong communication, interpersonal, skills as well as presentation and writing skills.

Desirable

- Exposure to working with Electricity Distribution Network partners within projects and to smart grid technologies and integrations.
- Experience working with government funding partners including contract management, contract reporting and government stakeholder management
- Previous experience ensuring and promoting workplace compliance
- Experience managing a project team comprising representatives from Partner organisations who are challenged with competing priorities.

You may also be required to engage in confidentiality agreements and/or undergo police checks, as required by collaborating organisations to enable access to confidential information.

This role is based at CEDI which is located at the Long Pocket campus in Indooroopilly. You will be provided with a desk within that facility.

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](#) 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.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.

