Creating a new *Adelaide University*

Duty Statement

University of Adelaide/ University of South Australia

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| TITLE: Senior Project Manager: Procurement and Contract Management |
| CLASSIFICATION: HEO9 |
| ACADEMIC UNIT/PORTFOLIO: Integration Management Office (IMO) |
| LAST REVIEWED: June 2024 |

Broad purpose of position

The Senior Project Manager will work with Leaders, Partners and/or senior Integration Management Office (IMO) staff, to provide leadership, effective management and execution of relevant project deliverables related to the creation of the new *Adelaide University*.

Working in support of the program, the Senior Project Manager will be responsible for delivering outcomes across all aspects of the project(s) lifecycle, including project initiation and planning, developing processes to monitor and evaluate the progress and impact of the project, managing and driving the development of project deliverables and managing interdependencies with other projects, communication, and supporting project reporting requirements. This role effectively drives project(s) to advance the integration and transformation of the new Adelaide University against competing priorities and within budget.

Position environment

The University of South Australia and the University of Adelaide are working together to advance the planning and preparatory activities required to establish the new *Adelaide University* pursuant to *Adelaide University Act 2023* (SA). The IMO is the vehicle dedicated to guiding the establishment phase (2023-25) and driving implementation towards a target launch date of 1 January 2026.

Reporting relationships and key stakeholders

This incumbent will remain employed with their substantive institution and will be located in the IMO. The role will report to the Director: Integration Management Office and will be a key member of the IMO team.

Other key stakeholders that this position will liaise with includes:

**Internal** (to the IMO)

* Joint Committee members
* Domain Leads and Alternates
* IMO Leads (University and Deloitte)
* IMO Directors
* Integration Management Office

**External** (to the IMO)

* Key Senior Staff at the University of Adelaide / South Australia
* University of Adelaide/ South Australia colleagues
* External contractors and suppliers

Core responsibilities

* Provide leadership, effective management and execution of project deliverables, including:
  1. Develop and define the scope of project activity.
  2. Prepare schedules and drive project progress according to the timelines, milestones and deliverables in the project plan. Identify and communicate changes in priorities and coordination of delivery, tracking, monitoring and mitigating risks.
  3. Prepare high quality reports, memorandums and presentations related to project delivery including detailed progress status reports, incorporating identification of critical emerging issues and risks and providing recommendations for action.
  4. Undertake reviews of deliverables to ensure they have been delivered within scope, on time, and within budget.
  5. Develop and review resourcing forecast and plans to ensure that activity is supported.
  6. Review and critically analyse program activity to quantify and communicate the benefits realised and to drive a culture of continuous improvement.
* Play a lead role in project management governance structures and forums in support of program activity.
* Apply and promote a shared IMO project management approach through the use of prescribed systems, templates, reports and document storage.
* As required, direct, line manage and coordinate IMO staff in support of program activity.
* Onboard, support and enable subject matter experts as they provide input into program activity.
* Coach and mentor members of the IMO to develop their project management skills and expertise.
* In conjunction with other change leaders, develop and implement change management plans associated with the successful realisation program deliverables.
* In conjunction with other communications leaders, develop and implement communications plans associated with the successful realisation of program deliverables.
* Establish strong networks and work across current and future members of the IMO.
* Develop existing relationships within University of Adelaide (UoA) and University of South Australia (UniSA) to support program outcomes, and proactively seek opportunities to build networks and coalitions to enable successful program delivery.
* Establish and maintain productive relationships with staff from the Integration and Transformation Partner (I&TP) to ensure that the strengths of all stakeholders are leveraged in support of shared program outcomes.

Together with the Key Result Areas agreed as part of the performance development plan for this role, the core responsibilities provide the key areas of focus the Senior Project Manager will be evaluated against.

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

Special requirements

Some out of hours work may be required.

University requirements

Staff must follow and apply the following:

1. Our collective culture is one that welcomes all and embraces diversity, and behaviours are consistent with the respective staff values and behaviours framework
2. Health Safety and Injury Management
   * Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
   * Report all identified workplace hazards and incidents.
3. Performance Development and Management
   * Participate in the University’s Performance Development and Management process.

Selection criteria

**Essential**

1. Postgraduate qualifications (preferably in project management) and / or extensive relevant experience.
2. Knowledge of Procurement processes, principles, methodologies and tools.
3. A solid understanding of the Contract Management processes, principles, methodologies and tools.
4. Demonstrated experience in leading and executing substantial and complex projects, involving large numbers of diverse stakeholders, multiple tasks in parallel with competing deadlines and changing priorities, preferably in a Higher Education context.
5. A demonstrated commitment to contributing to and translating strategic business needs, ability to conceptualise problems and implement effective solutions.
6. Excellent interpersonal and communication skills including capacity to work collaboratively and effectively with extensive and diverse stakeholders at all levels.
7. Excellent negotiation skills and ability to influence managers and staff with tact and diplomacy.
8. Demonstrated high-level written and verbal presentation skills appropriate to a range of audiences, including the ability to clearly articulate and present complex information in a meaningful and usable form, and experience in the preparation of strategic and executive reports.
9. High level strategic and problem solving skills to enable the provision and application of insightful and innovative advice.
10. Demonstrated people leadership skills including the ability to build stakeholder relationships, coach and mentor contributors, and drive cohesive cross-functional teams to achieve strategic outcomes.
11. Demonstrated flexibility and initiative with experience in working autonomously under broad direction.
12. Demonstrated ability to understand, interpret and apply policies and procedures.