Help us to achieve our digital ambitions

We are looking for clever and creative, passionate and energetic people with different skills, backgrounds, and experiences.

We want to hear from you if you:
• are ready for a new challenge that brings growth and opportunity
• want to really make a difference to the national mission of our world-leading University, it’s students and staff
• have experience working in large-scale digital transformations
• embrace collaboration and understand the importance of fostering a positive and inclusive team culture
• appreciate working in an environment embracing contemporary ways of working
• are hands on and adaptive to working across various initiatives and projects, understanding there are times you will need to work outside of your immediate scope to get things done for the benefit of the team
• feel comfortable working in situations that can sometimes bring a level of ambiguity and uncertainty.

Our plan for a better digital future

Our Digital Master Plan will see the University embark on the biggest digital transformation in our history.

It will be a transformation that matches our mission to be among the great universities of the world and driven by a culture of excellence in everything we do. Our digital future will transform the experience of ANU for our students, researchers, academics, professional staff and the wider community.

We are seeking great people to be a part of this history making journey.

The first two strategic programs to launch under the Digital Master Plan are Student First Program and the Digital Infrastructure and Cloud Enablement (DICE) Program. Our Student First Program is focused on improving the end-to-end student experience, from application to graduation. The DICE program is focussed on stabilising and improving a range of core digital foundations. Multiple projects will sit underneath these two programs with a further three digital programs of work expected to be approved in 2022.

The principles to delivering these programs will include, but not limited to:
• human centred design - co-design processes that include both staff and student voices
• agile ways of working
• embedding digital capability into the way we work
• end to end service delivery view
• secure, accessible & inclusive by design
• treating data as a core asset
• cloud right approach to delivering and sourcing.
Working at the Australian National University

ANU is home to some of the most remarkable people from across the world: visionaries, influential leaders, researchers and advocates creating impact and change nationally, regionally and globally.

ANU attracts exceptional staff and students and, through education and enrichment programs, helps them to achieve ambitious goals, and pursue brilliant careers.

The Australian National University (ANU) was established by an Act of the Federal Parliament in 1946. Its founding mission was to be of enduring significance in the post-war life of the nation, to support the development of national unity and identity, to improve Australia’s understanding of itself and its neighbours, and to contribute to economic development and social cohesion.

In the seven decades since, the University has cemented its unique national position and standing as one of the world’s finest institutions, confirming the mandate and the faith of its founders.

Ranked in the top 30 universities globally, the first Australian university to be recognised in this elite tier, ANU continues to be an academic resource for the whole of Australia.

Working at ANU, our staff enjoy some amazing employee benefits including:

- highly flexible working arrangements and locations
- competitive salary and generous 17 percent superannuation
- generous leave entitlements including long service leave
- excellent support for skills development
- family friendly working environment including generous paid parental leave, good work/life balance and an inclusive and supportive culture.

It is an exciting time at the ANU, and a great time to join us!
Position Description

<table>
<thead>
<tr>
<th>College/Division:</th>
<th>Information Technology Services</th>
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<tbody>
<tr>
<td>Department/Unit:</td>
<td>Audio Visual (AV)</td>
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<tr>
<td>Position Title:</td>
<td>Project Manager</td>
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<tr>
<td>Classification:</td>
<td>ANU Senior Manager 1</td>
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<tr>
<td>Responsible to:</td>
<td>Manager, Learning Systems Services</td>
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<td>Number of positions that report to this role:</td>
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PURPOSE STATEMENT:
The Australian National University’s information technology infrastructure plays a critical role in enabling and supporting teaching, learning, research, and administration. Information Technology Services (ITS) provides unified management and coordination support for a wide range of academic and corporate information services and more generally manages development of the University’s information infrastructure. Major areas include AV over IP networks, communications, computing platforms, data stores, Cloud and On-Premise access, high-performance computing, online publishing, enterprise systems, student learning environments, and IT security. The work of ITS is coordinated with services provided within, and by Academic Colleges and Service Divisions to form a cohesive, university-wide information technology infrastructure.

The Project Manager will lead and have oversight of key unified communication/AV Projects requiring an network-centric approach and business improvement initiatives that directly contribute towards achieving the University’s strategic objectives.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
Under the broad direction of the Manager – Learning Systems Services, the Project Manager will oversee the inception, execution and review of key unified communication/network-centric AV projects aimed at achieving the University’s strategic objectives. To achieve this, the Project Manager will work in a small team but will engage with a broad group of stakeholders, including ITS functional teams, Colleges, Service Divisions, executive and vendors and external partners as required. The Project Manager is required to deliver on time, budget and to the quality expectations of the customer, and is expected to apply the relevant project management methodology across agreed projects.

Role Statement:
Under the broad direction of the Manager Learning Systems Services:
- Deliver key strategic projects from inception through to completion by applying the relevant project management methodology taking into account the operational context.
- When leading projects, develop and deliver key project management artefacts such as project plans, risk and issue registers, stakeholder engagement and communication plans and resource management plans.
- Ensure appropriate project governance arrangements are established, maintained and supported, and monitor project progress to ensure milestones and performance indicators are met.
- Use the EPM tool to update project information and ensure it’s accurate for monitoring and reporting purposes, including the delivery of project status reports.
- Close projects appropriately through closure reports, post implementation reviews and transition to operations where appropriate.
- Develop, implement and maintain a framework and methods for regular and effective communication to inform and engage relevant stakeholders.
- Manage vendors and contracts in line with ANU policies and procedures and best practice to ensure the University interests are protected.
- Maintain knowledge and understanding of contemporary and relevant sector-wide approaches and developments in AV and share with other members of the team.
- Provide input into the continuous improvement of the project management framework at the University.
- Provide project assistance to project leads where appropriate.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Other duties as required, consistent with the classification of this position.

For assistance please contact HR Division Ph. 6125 3346
**SELECTION CRITERIA:**

1. Graduate qualifications in project management and audio visual or equivalent environment or an equivalent combination of experience and education/training. As a guide, experience in this context is likely to be three years. Accreditation in P3, MSP, Prince2, PMBOK and CTS or equivalent will be highly regarded.

2. Extensive experience in unified communications/network-centric AV project management including completing multiple projects on time, within budget and delivering high quality outcomes.

3. Demonstrated experience preparing high quality professional business case submissions and project management artefacts in accordance with best practice project management principles.

4. Demonstrated high level of interpersonal, negotiation and communication skills, both written and oral, including demonstrated ability to liaise effectively with internal and external key stakeholders.

5. High context communication skills essential along with highly developed analytical, problem solving and organisational skills with an ability to meet priorities, competing deadlines and use of sound judgement in decision making.

6. Demonstrated ability to work as part of a team of people, to provide consistent, responsive and high quality administrative and project support.

7. Demonstrated ability to use management information systems, as well as proficiency in the Microsoft Office suite of programs.

8. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

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**References:**

- [Professional Staff Classification Descriptors](#)
- [Academic Minimum Standards](#)