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;
> 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**, 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 work in Information Technology Services and be part of our Value Streams or groups and support:

- **Research** – Improving our digital landscape to enable world-leading research through technology, continuous improvement and strong partnerships.
- **Learning & Teaching –** Enabling a world-class and well-supported learning and teaching experience with integrated digital and campus environments.
- **Student Experience** – Delivering a better student experience through simple, personalised processes and digital tools that make it easy to navigate courses, find help and feel connected to our community.
- **University Services** – Improving staff-facing services, corporate systems and collaboration tools – for a thriving, connected and productive workforce at ANU.
- **Digital Enablement & Core Infrastructure** – Renewing and stabilising the University's digital technology foundations to deliver connected, secure and reliable IT infrastructure.
- **Transforming Data** – Creating a culture of data-driven insights and decision-making that is embedded into our processes by treating data as a strategic asset and managing it effectively across the data lifecycle.
- **Infrastructure** – Providing reliable, robust and secure Information and Communications Technology infrastructure services.
- **Service Delivery** – Building strong relationships and understanding to deliver delightful services and support to the ANU community.

Our three phased implementation approach allows us to **stabilise** our digital foundation as an essential step in our transformation, **transform** the digital core, connecting fragmented services and **accelerate** to evolve our services at pace, driven by our people. Our principles are:

1. The business must own and lead the change.
2. We must act on a whole-of-University view. We are stronger together.
3. Data must be treated as a strategic asset.
4. People will be at the centre of all we do.
5. Connectedness of our people, process, technology and data will be critical to our success.
6. We will adopt new ways of working to deliver value faster.

Working at the Australian National University

The 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 is Australia's leading university and consistently recognised as one of the great universities of the world.

Located in the nation's capital city, our founding mission in 1946 was to be a national resource – a trusted intellectual powerhouse of research and education that would advance Australia's capability and position on a global scale.

Today, ANU is Australia's most research-intensive university with 95 per cent of our research rated above the world standard.   Our international academics are global leaders in their fields. Our alumni include Australian prime ministers, UN representatives, foreign diplomats, chief executive officers, scientists, musicians and artists.

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

- **Experience of Work** – ITS values work-life balance and provide highly flexible working arrangements and locations, generous leave entitlements and agile ways of working
- **Reward & Benefits** – competitive salary and 17 % superannuation, salary sacrificing, vehicle servicing, clothing discounts and access to ANU Sport.
- **Growth and Development** – excellent support for skills development and discounted study (75% off ANU course, 25% off for spouse and children)
- **Values, Culture & Purpose** – supportive, nurturing, challenging and motivating culture that is exemplary in its encouragement of excellence, equity, diversity and inclusion
- **Wellbeing** – employee assistance program for counselling and advisory services, gyms, childcare, restaurants on site, flu vaccinations and staff health insurance plan

This is an exciting time at the ANU, and a great time to join us!

ABOUT ANU

Our University

#4 university in Australia[1]

#34 university in the world[1]

1st Australian University to achieve global top 30 ranking

95 per cent of our research rated above the world standard

Australia's only university in the prestigious International Alliance of Research Universities (IARU)

Our Students & Staff

#1 in Australia for Graduate Employability[5]

#1 lowest Student-to-Staff ratio in Australia[2]

#1 Staff qualifications in Australia[2]

2nd highest percentage of International Students in Australia[1]

13,300 undergraduates[4]

8,300 postgraduates[4]

4,940 staff[3]

Nobel Prize Winners

Six Nobel laureates among our staff and alumni, more than any other Australian university.

1. The World University Rankings 2024
2. Good Universities Guide 2023
3. Data as at 31 March 2023
4. Data as at 2022
5. The Global University Employability Rankings 2023- 2024

College/Division:	Information Technology Services (ITS)
Department/Unit:	Lean Agile Centre of Excellence (LACE)
Position Title:	Project Manager
Classification:	Senior Manager 1
Position No:	41757, 41767
Responsible to:	Delivery Chapter Lead
Number of positions that report to this role:	up to 2
Delegation(s) Assigned:	D8

PURPOSE STATEMENT:

Information Technology Services (ITS) delivers digital solutions that enable the Australian National University to achieve its strategic goals: a student experience equal to the world's best, and research that transforms society and creates national capability.

ITS has responsibility for the University's digital ecosystem, and is leading the delivery of the Digital Plan, a 10 year strategic roadmap for the transformation of the University's digital capability. We work in partnership with Colleges and Service Divisions in order to provide an engaging, seamless and safe digital experience that enables our students and staff to excel.

The Lean Agile Centre of Excellence (LACE) within the ITS Division works collaboratively with stakeholders from ITS and across the University to define and implement progressive delivery frameworks and continual improvement initiatives to help optimise business outcomes driven by technology. We do this with guidance from the ITS target cultural objectives of: take an outside-in view; think team; own it; make it simple; act with empathy.

The Project Manager will facilitate and have oversight of key ICT initiatives that directly contribute towards achieving the University's strategic objectives.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Under the broad direction of the Delivery Chapter Lead, Lean Agile Centre of Excellence (LACE), the Project Manager will oversee the inception, execution and review of agreed projects and activities. To achieve this, the Project Manager may work alone or in a small team but will engage with a broad group of stakeholders, including ITS functional teams, Colleges, Service Divisions, Executives and vendors and external partners as required. The Project Manager is expected to deliver on time, budget and to the quality expectations of the customer with a focus on ensuring that the agreed outcomes of the initiative are delivered. They are expected to apply the agreed delivery methodology as relevant for the initiative.

Role Statement:

Under the broad direction of the Delivery Chapter Lead, Lean Agile Centre of Excellence (LACE):

- Facilitate initiatives from inception through to completion by applying the relevant project management methodology taking into account the operational context and the ITS Agile delivery approach.

- Provide leadership and management to create an engaged and cohesive team that operates according to the ITS target cultural values.

- Maintain knowledge and understanding of contemporary and relevant sector-wide approaches and developments in ICT and share with other members of the team.

- Develop and deliver key artefacts such as plans, risk and issue registers, information radiators, stakeholder engagement and communication plans and resource management plans.

- Ensure appropriate governance arrangements are established, maintained and supported, and monitor progress to ensure milestones and performance indicators are met and outcomes are delivered.

- Use the required reporting tools to maintain project and work package information and ensure accuracy for monitoring and reporting purposes, including the delivery of 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.
- Provide input into the continuous improvement of the project management framework at the University, ITS delivery and LACE operations.
- Operate in a collaborative and collegiate manner within LACE, ITS and the University, including providing assistance 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.

SELECTION CRITERIA:

1. Graduate qualifications in project management and information technology or equivalent environment or an equivalent combination of experience and education/training. As a guide, experience in this context is likely to be five years. Accreditation in MSP, Prince2, PMBOK and/or Agile delivery equivalents.

2. Extensive experience in ICT project management including completing multiple projects on time, within budget and delivering high quality outcomes using a variety of methodologies including Agile approaches. Experience within the university sector will be considered highly.

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. 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 manage junior staff; lead and work as part of a team of people; and 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.

Delegate Signature:		Date:	
Printed Name:		**Position:**	CIO

References:

General Staff Classification Descriptors
Academic Minimum Standards

Pre-Employment Work Environment Report

Australian National University

Position Details

College/Div/Centre	ITS	Dept/School/Section	LACE
Position Title	Project Manager	Classification	Senior Manager 1
Position No.	41757, 41767	Reference No.	N/A

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.

- This form is used to advise potential applicants of work environment issues prior to application.

- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp   Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp

- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
catering / food preparation	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☐
driving a vehicle	☐	☒			

NON-IONIZING RADIATION	regular	occasional	IONIZING RADIATION	regular	occasional
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			

CHEMICALS	regular	occasional	BIOLOGICAL MATERIALS	regular	occasional
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

OTHER POTENTIAL HAZARDS (please specify):

Supervisor's Signature:		Print Name:		Date:	