POSITION DESCRIPTION

LEAD PROJECT MANAGER

POSITION LEVEL
Senior Manager

FACULTY/DIVISION
Operations

POSITION NUMBER
ADMIN ONLY

ORIGINAL DOCUMENT CREATION
July 2020

POSITION SUMMARY

The primary purpose of the Lead Project Manager is management and successful delivery of multiple projects and/or programs of work, and includes the leadership and coaching of Project Managers within UNSW IT.

This role exercises substantial personal responsibility and autonomy to meet given objectives and processes and works within a clear framework of accountability.

Influences customers, suppliers and partners at account level and has responsibility of managing and leading teams, as well as the allocation of resources.

Makes decisions which influence the success of projects, service delivery and team objectives. Collaborates regularly with team members, users and customers and engages to ensure that user needs are being met throughout. Work includes a broad range of complex technical or professional activities, and investigates, defines and resolves complex issues.

Has a thorough understanding of recognised generic industry and specialist bodies of knowledge, actively maintains own knowledge and can apply knowledge effectively in unfamiliar situations.

Maintains an awareness of developing practices and their application, takes responsibility for driving own development and supports the development of team.

This position will report to the Director of Cyber Security.
ACCOUNTABILITIES

Specific accountabilities for this role include:

- Ensure delivered technology capability is robust, fit for purpose and flexible to enable UNSW to achieve its objectives and respond to changing demands.
- Manage the scope, cost, quality and timeliness of capabilities delivered by UNSW IT, including third party suppliers and business partners in line with IT and UNSW governance pathways.
- Manage and engage staff assigned to project teams to drive a strong customer centric culture and healthy engagement within the organisation.
- Review and monitor the performance and status of all assigned projects and address any concerns or issues that may impact on the successful delivery of the project to the business area.
- Proactively identify and escalate potential risks and ensure security is appropriately addressed.
- Develop effective working relationship with internal and external stakeholders to develop innovative solutions that meet business needs.
- Actively collaborate with customers and stakeholders to understand business problems and define business cases to improve IT services and transform existing capabilities.
- Promote a culture of process and continuous improvement, championing professional standards, innovation and professional method.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

SKILLS AND EXPERIENCE

- Relevant tertiary qualification and significant experience as an IT Project Manager using a formal Project Management methodology.
- Significant experience in managing multiple projects through the complete project lifecycle, with the ability to deliver to project estimates plans.
- Experience with PRINCE2, PMBOK or other recognised project management methodologies.
- Proven ability to lead the implementation of robust digital strategies to deliver business outcomes and experience with driving technology change.
- Effective analytical, business planning and budgeting skills.
- Strong leadership and effective people management skills, with experience in building effective / high performance teams along with developing and retaining staff.
- Strong interpersonal, communication and negotiation skills. Able to develop effective relationships and influence key stakeholders at all levels in the organisation.
- Proven ability to exercise independent judgement and problem solving with the ability to resolve and address issues as they arise
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.