POSITION DESCRIPTION

LEAD PROJECT MANAGER - CYBER

Position Level: Senior Manager
Faculty/Division: Operations
Position Number: ADMIN ONLY
Original Document Creation: May 2021

POSITION SUMMARY

The Lead Project Manager – Cyber is responsible for the delivery of projects within the University’s Cybersecurity Transformation Program (the Program). This multi-year, multimillion dollar program is designed to materially reduce the University’s exposure to cyber security risk through implementation of projects and initiatives involving both technology and business changes.

The primary purpose of the Lead Project Manager - Cyber 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. Reporting to the Program Manager – Cyber, this role exercises substantial personal responsibility and autonomy to meet given objectives and processes and works within a clear framework of accountability.

ACCOUNTABILITIES

Specific accountabilities for this role include:

- Plan, lead and manage ICT projects, which form a part of a wider program of work (typically projects assigned at this level would be of some complexity, working across several systems and delivering up to a core strategy).

- Facilitate the definition of project scope, goals and deliverables in consultation with the business and ICT stakeholders.
- Consistent and professional delivery of projects, exceeding stakeholder expectations through the application of stakeholder management principals and sound governance.
- Develop and then maintain the project plan, schedule, tasks and resource requirements against timelines.
- 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.
- 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**

- Significant experience in managing multiple projects through the complete project lifecycle.
- 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.
- Relevant tertiary qualification and significant experience as an IT Project Manager using a formal Project Management methodology, such as PRINCE2 or PMBOK.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

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**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.