POSITION DESCRIPTION

Project Manager

Position Level
Broad banded 8/9

Faculty/Division
Business

Position Number
00097379

Original document creation
21/09/2021

Position Summary
The Australian Graduate School of Management (AGSM) Leadership Academy is a new business unit within AGSM Short Courses @ UNSW Business School. The Leadership Academy collaborates with partner organisations to develop the capabilities of their leaders by co-designing and delivering exceptional learning experiences across the breadth and depth of their enterprise to ensure ‘whole of organisation’ outcomes are achieved. Supporting large cohorts over multiple years, the Leadership Academy provides integrated, ‘turn key’, programmatic leadership development to enable organisations achieve strategic goals and transformation objectives. Combining client data and academic research insights, the Leadership Academy provides its partners with certainty in outcomes and a clear, measurable return on a commitment to learning.

The Project Manager is a key role within the Leadership Academy business unit. The Project Manager manages and coordinates the design and delivery of several multi-year complex projects simultaneously. Each project comprises a detailed program of work, involves multiple diverse stakeholders and workstreams with dependencies and contingencies, budgets, resourcing and timelines to manage, track and report on. Working directly with each partner organisation at a senior level, the requirements of the role will be tailored to each client context, ways of working and the overarching requirements of the contract that the Leadership Academy is delivering to.

The position reports to the Head of Enterprise Relationships, AGSM Short Courses.

Accountabilities
Specific accountabilities for this role include:
• Creation and ownership of the project plan and calendar for each project throughout its life-cycle with responsibility for (i) selection of the most appropriate project management methodology and team collaboration approach; (ii) designing workstream charters; (iii) coordinating the input of stakeholders to specify actions, resource requirements, timelines, and contingencies and dependencies; (iv) identification of key risks and working with stakeholders to develop mitigation strategies; (v) activity and progress tracking of the critical path; and (vi) ongoing updates and iteration of the project plan as the project progresses.

• Designing and delivering project reporting structures to meet individual client requirements and key performance indicators including (i) reporting templates and frequency to enable periodic updates in written and verbal form; (ii) facilitating issues resolution with stakeholders to resolve roadblocks; (iii) communicating the achievement of milestones to colleagues for follow-on actions; and (iv) tracking budget and resource utilisation.

• Designing and implementing change controls and variation processes to manage deviations from the project plan with documented implications for contractual and commercial arrangements, cost-benefit analysis and risk assessment.

• Ensuring that the project plan is aligned to the requirements of the contract with the client and always maintains compliance, including overseeing the fulfilment of key deliverables and achievement of milestones / stage gates.

• Holding workstream owners accountable for the performance of their workstream to time and budget by bringing constructive challenge and best practice to bear in workstream design and implementation, such as breaking down requirements into manageable sequences of tasks and activities.

• Build a positive and constructive working relationships and rapport with internal, external and senior client stakeholders and sponsors, fostering a ‘one team’ ethos and way of working with the project plan serving as the anchoring artefact for the project.

• All other reasonable duties as directed by the Head of Enterprise Relationships.

• 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 and safety of yourself or others.

Skills and Experience

• Master-degree business related qualification or equivalent.

• Demonstrated experience of successfully project managing complex, enterprise level programs of work that span multiple years using different project management methodologies.

• Proven track record of delivering projects to time and budget with recent examples of project planning and design, issues resolution, successful stakeholder collaboration and risk identification and mitigation.

• High-level communication and interpersonal skills with demonstrated experience of successfully working with, managing, and building outstanding relationships with stakeholders and clients.

• Demonstrated strong business acumen, including understanding commercial and contractual implications of project decision making, budget and resource utilisation.

• Exceptional analytical, conceptual and creative problem-solving skills including demonstrated ability to quickly assimilate new concepts and information and to think laterally and innovate.

• Excellent ability to bring structure and constructive challenge to situations of ambiguity, change and uncertainty.
• Demonstrated ability to work in a team, collaborate across disciplines and build effective relationships.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

**Pre-employment checks required for this position**

• Verification of qualifications