POSITION DESCRIPTION

Manager, Projects, Contracts & Engagement

Position Level | 8
Faculty/Division | DVC-Academic & Student Life
Position Number | 00088106
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Position Summary

The Manager, Projects, Contracts & Engagement is a key role in the Office of the Pro Vice-Chancellor Education & Student Experience in the delivery of operational improvement projects and management of portfolio contracts of significance as determined by the portfolio throughout their lifecycle, and associated partnerships and relationships. These activities are critical to the smooth operations of the portfolio and embedding effective and efficient processes and procedures into portfolio activities and making available useful and relevant information to equip staff to perform their roles to the best of their ability.

This involves working closely with the Portfolio Manager and Office team and applying strong project management methodologies and practice as well as stakeholder management to deliver agreed operational improvement project plans. In addition, this role will work with portfolio Directors and key leadership staff in their capacity as relationship partners and operate as a liaison between UNSW PVCESE relationship partners and industry and other external organisations and manage contracts and relationships throughout the life cycle of the contract. Both elements of the role include facilitating negotiations and approvals, making recommendations, change management and monitoring against obligations and milestones, reporting, and record keeping aligned with UNSW Policy and Procedure.

The role reports to the Portfolio Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Lead and manage assigned projects and initiatives including scoping, implementing effective project management methodology, plans, communications strategies, project documentation, reporting and evaluation, negotiation and liaisons with stakeholders at senior levels to ensure that
organisational policies and strategies are adhered to and that proper change management processes are undertaken.

• Use superior interpersonal communication skills to proactively advise in relation to projects, contract management and engagement to achieve the objectives of the portfolio, while exercising discretion, initiative and confidentiality at all times.

• Provide high level advice and support to the Portfolio Manager, Directors and key leadership staff in their capacity as Relationship Partners on the management of contracts through their lifecycle, including on aspects of compliance and governance, milestones and obligations, change and relationship management.

• Manage key portfolio contracts through their contract lifecycle managing processes and plans; establishing and maintaining contract timelines; financial responsibilities and reporting; the preparation and dissemination of reports and timely communications, and appropriate record keeping.

• Collaborate with UNSW central services (e.g. Legal, Procurement, Finance, HR, IT etc.) in relation to the delivery of operational projects, management of contracts and associated management activities aligned with UNSW policies, procedures and requirements.

• Actively contribute to the development, and management of effective long-term working relationships with key stakeholders internal and external in support of and complementary to activities surrounding project delivery and contract management.

• Collaborate and liaise with external contractual partners to ensure that contracts are overseen including with respect to deliverables and milestones, and that obligations are met, and appropriate communications are timely and consistent.

• Develop and prepare high quality reports and recommendations, analysis, project and initiative proposals and where relevant business cases to the activities of the portfolio.

• Establish and maintain strong networks and working relationships with UNSW Faculties, Schools, Divisions, and Portfolios and work collaboratively with internal stakeholders in particular UNSW Legal and Procurement.

• 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 with subsequent experience in a relevant field or an equivalent level of knowledge gained through a combination of education. Experience working in an academic learning and teaching environment, highly regarded.

• Superior interpersonal, communication and negotiation skills with the ability to build and maintain effective collaborative professional relationships with University staff and external stakeholders and the ability to act with tact and discretion in dealing with sensitive and confidential matters.

• Extensive relevant experience developing and implementing project plans, including evaluation of effectiveness and impact, timelines, regular communication and monitoring of progress within budget and required standards.
• Demonstrated understanding of the contract lifecycle and experience managing high-value contracts, governance and projects and their associated relationships with proven ability to develop documentation, achieve timelines and objectives, and engage senior leaders and stakeholders.

• Outstanding organisational skills and a high-level of initiative and flexibility, including the ability to deliver across multiple projects/ initiatives simultaneously, manage competing priorities and demands of stakeholders, and provide leadership in a complex and high-volume work environment.

• Demonstrated high-level written and verbal communication skills, with experience developing reports, recommendations, and communications.

• Advanced level of computer literacy with excellent skills in Microsoft Office applications and the ability to learn and utilise new technologies and platforms to manage contracts and relationships efficiently and effectively.

• Significant leadership and management skills with demonstrated success in developing and fostering teamwork and contributing positively as a team member to enable and ensure the achievement of organisational goals.

• 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.

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.