## Position Summary

## The Australian Research Data Commons (ARDC) is a transformational initiative that is enabling the Australian research community and industry access to nationally significant, leading-edge infrastructure, platforms, skills and collections of high-quality data.

## The ARDC plays a national leading role in guiding the Australian research sector on digital research infrastructure by engaging stakeholders with our programs, providing data and infrastructure expertise, supporting the adoption of ARDC services, bringing together communities to agree standards and approaches, and connecting the Australian sector with international initiatives and activities.

## The Manager, Program Design & Delivery sits within the National Coordination Business Unit to support the ARDC’s strategic objectives. The position involves the management, monitoring and successful delivery of multiple projects and/or programs of work at national scale. The Program Design & Delivery Team is a diverse group of program and project managers who are applied to add value to research communities primarily through infrastructure programs of ARDC’s Strategic Pillars. The Manager, Program Design & Delivery Team puts in place mechanisms for peer-support and cross-pollination of the solutions and experience of team members deployed across multiple Strategic Pillars.

## The Manager, Program Design & Delivery will lead program design and delivery activities, including identifying and addressing challenges across the organisation. The position will work closely with the ARDC’s Project Management Office, Business Unit Management and the senior Strategic Pillar Managers to define the resources required across the organisation.

## The Manager, Program Design & Delivery will participate in broad ARDC planning activities to enable efficient allocation of team resources. The Manager will address any resource contentions in accordance with ARDC staff allocation procedures and principles.

The role reports to the Executive Director, Restech and has a dotted reporting line to Director, National Coordination (ARDC). This role will have 2 direct reports within UNSW. This role will also have responsibility for the management of approximately 15-25 external (ARDC) staff within the National Coordination Business Unit. As ARDC utilises a matrix organisational structure, staff management responsibilities are shared with managers of other teams and programs of work.

## Accountabilities

Specific accountabilities for this role include:

* Lead program design and delivery for projects as required. Manage project dependencies, risks, issues, change requests and financials and work with the project team to ensure appropriate arrangements are in place.
* Lead and provide direction to the Project Team, monitor and report on the progress of projects; and identify problems and propose possible solutions.
* Lead, consult on and negotiate the development, modification or implementation of changes to policies, programs or practices.
* Allocate resources from the Program Design & Delivery Team to large complex projects at national scale within defined timeframe and budget to support the implementation of strategic programs and projects across the ARDC and address any resourcing concerns as required.
* Foster collaboration with key stakeholders to ensure consistent design and delivery of programs across the ARDC, encouraging reusable solutions and approaches to share across the organisation.
* Build strong relationships and partner with senior leaders within the matrix structure to influence strategies and implementation, and navigate and resolve complex challenges, issues and risks.
* Coordinate ARDC and Commonwealth Government reporting, including contributions to implementation plans, resourcing and activity reports.
* Develop and maintain thought leadership by fostering relationships across the digital research ecosystem to ensure access to latest knowledge and developments in digital research infrastructure.
* Align with and actively demonstrate the [Code of Conduct and Values](https://www.unsw.edu.au/governance/policy/policy-hub/codeofconductandvalues)
* Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

* Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
* Specialist knowledge in an area of national digital research infrastructure or a related discipline.
* Extensive leadership and people management skills in a culturally and geographically diverse environment, with a demonstrated ability to lead, engage and empower diverse teams, successfully manage change, and prioritise workloads.
* Demonstrated experience in leading large-scale complex programs with a strong understanding of program management methodologies, tools and techniques in a digital research infrastructure setting.
* Excellent organisational and time management skills, strong analytical and problem-solving skills with the ability to work in a dynamic environment and manage competing priorities.
* Strong consultation, influencing and negotiation skills and proven ability to engage effectively with diverse stakeholders to achieve successful outcomes.
* Demonstrated success working effectively and collaboratively on initiatives with a range of internal and external stakeholders at different levels within an organisation.
* Demonstrated high-level written and oral communication, interpersonal and presentation skills.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

* Verification of qualifications

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.