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POSITION DESCRIPTION

IT Senior Project Manager, Health Precincts

Faculty/Division	Division of Operations
Classification Level	Professional TFR
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	ADMIN ONLY
Shiftwork status	NOT SHIFTWORKER
Allowances	NOT APPLICABLE
On call arrangements	NOT APPLICABLE
Original document creation	1 August 2024

Position Summary

The IT Senior Project Manager, Health Precincts has a key delivery role in managing internal & external resources to deliver ICT infrastructure & services within the built environment, including UNSW's 'Health Translation Hub'.

The purpose of the IT Senior Project Manager position is to manage the end-to-end delivery of all IT services (ICT Infrastructure, Desktop & Audio Visual, Identity/Access Management, ICT applications) within the UNSW Health Precincts program of works, acting on behalf of UNSW IT.

The role entails developing project plans, managing project financials, overseeing the project delivery, developing and managing communications, building key internal and external relationships, and providing leadership on a complex project with impact cross-faculty and with multiple external partner organisations.

This position will report to the Program Delivery Manager, Health Precincts and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Responsible for leading the timely delivery of fit-for-purpose ICT services for all UNSW Health Precinct tenants, to facilitate teaching & research activities. This includes overseeing all ICT commissioning and transition to BAU activities.
- Responsible for managing multiple work streams concurrently inclusive of long term strategic initiatives and time critical project deliverables
- Responsible for managing a \$2m+ annual project budget
- Develop schedules and manage the planning processes, as required.
- Responsible for influencing key decision makers within UNSW and externally with NSW Health and other Health organisations to deliver project outcomes
- Leading the co-ordination and management of multiple internal & external teams/resources to deliver ICT services within the constraints of a head contractors construction schedule.
- Manage project dependencies, risks, issues, change requests and financials and work with the Health Precincts team to ensure appropriate arrangements and solutions are in place, in consultation with the Program Delivery Manager and other UNSW Senior Leadership.
- Presenting to UNSW and Randwick Health Precinct Steering Committees and working groups
- Ensuring project deliverables are aligned with UNSW IT standards.
- Ensuring project outcomes are aligned with the strategic vision of the Health Precinct
- Manage, track and report on the status of project deliverables to ensure time, cost and quality metrics are in line with approved project plans for assigned projects.
- Develop and manage effective communications with key stakeholders, both internal and external to the project and UNSW.
- Proactively manage and be accountable for adherence to UNSW governance pathways to ensure projects are managed within a defined, consistent and proven set of rules.
- Responsible for maintaining accurate tracking records of progress and have the ability to produce reports on an ad-hoc basis of progress.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- 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
- Extensive proven senior project management experience.
- Experience managing ICT projects in Health and/or University environments is desirable.

- Understanding of Network infrastructure (wired/wireless), Audio Visual and End User computing technologies and systems is mandatory.
- Proven excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Proven experience engaging with C-Suite levels roles internally and with partner organisations is mandatory and within the Local Health Districts is desirable.
- Demonstrated strong analytical and problem-solving skills and proven capacity to exercise initiative, flexibility and to be proactive in development of robust solutions to problems.
- Demonstrated success working effectively and collaboratively on complex initiatives with a range of people at different levels within an organisation, utilising Excellent consultation, influencing and negotiation skills.
- Experience working with a range of computer systems and applications, including Microsoft, Sharepoint and Excel.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- 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.