



Position Description

Associate Director, Project Management

Project Management Office

Division of Information Technology

Classification

Special conditions

Nil

Workplace agreement

[Charles Sturt University Enterprise Agreement](#)

Date last reviewed

September 2024

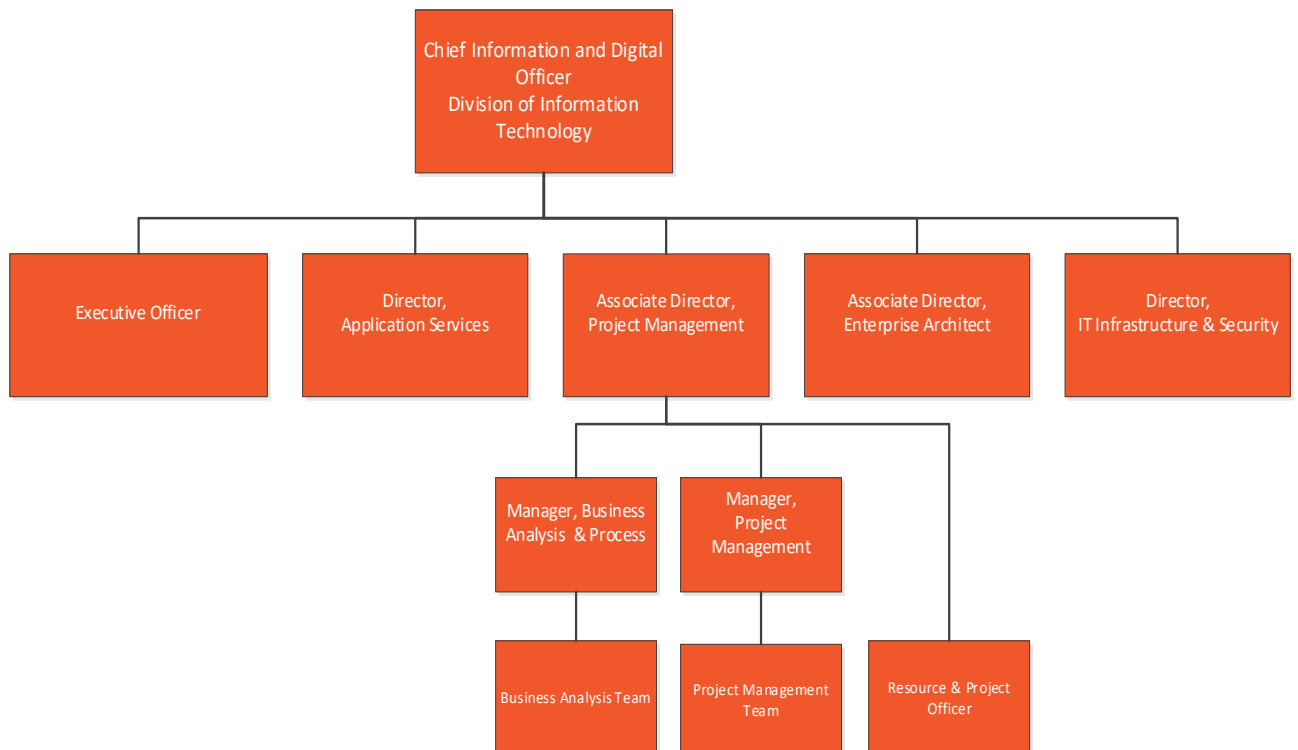


Division of Information Technology

Project Management Office

The Division of Information Technology (DIT) are an expert and responsive team of technology professionals that are committed to the delivery of innovative solutions and services. We seamlessly connect our stakeholders with the systems and information needed to succeed by personalising experiences, protecting information and enabling innovation.

Organisational chart



Reporting relationship

This position reports to: Chief Information and Digital Officer

This position supervises: Manager, Project Management and Team
Manager, Business Analysis & Process and Team

Key working relationships

- Technology Committee
- Division of Information Technology Leadership Team
- Project stakeholders and sponsors



Position overview

The Associate Director, Project Management is part of the Leadership Team of the Division of Information Technology and makes a substantial contribution to the development and implementation of the University's and Division's strategies.

The Associate Director, Project Management is responsible for developing and providing leadership to the project portfolio and business process improvement and business analysis services, ensuring that these services are effective, fit-for-purpose and meet the needs of the University's learning, teaching, research and administrative objectives. The position provides strategic advice and supports the governance of technology related projects at Charles Sturt including the support of its formal governance structures and committees.

As a successful leader, the Associate Director, Project Management will continuously improve the capabilities of the portfolio's staff and effectiveness of the services provided. This position plays a critical role in engaging with Charles Sturt stakeholders to understand their needs and provide advice and solutions that support the universities strategy implementation - including having responsibility for overseeing effective completion of approved projects, business analysis and process improvement initiatives, helping to ensure benefit is secured on time and on budget.

Principal responsibilities

- **Values:** Consistently embody the University's values in behaviour and decision-making, while encouraging inclusivity and collaboration to foster a safe and respectful work environment.
- **Leadership:** Lead by example to inspire, empower, and foster a culture of collaboration, innovation, and continuous improvement. Ensure clear direction, effective communication, and accountability, driving organisational success and individual growth, and a safe working environment.
- Govern the complete portfolio of projects that are lead or supported by the Division of Information Technology (DIT) including all reporting of project status, project controls, risk management, change management, formal project closures, lessons learned and benefits realisation.
- Provide leadership and development of the project management team to ensure all projects are scoped, deployed, and delivered within agreed timelines and budget, ensuring communication and change management plans are embedded in all projects.
- With the Division of IT leaders, develop the operational plans that incorporate ICT trends, ICT continuous improvement, BAU projects and Technology Committee approved strategic and operational Business projects.
- Determine the allocation and monitoring of resources to ensure Project Management Office services are delivered in accordance with the University's priorities and risk management appetite.
- Contribute as a member of the Leadership team by:
 - Supporting the development and implementation of the Division's vision, strategy and operational plans,
 - Working closely with all members of the DIT Leadership Team to ensure that the relationship and communications between Divisional staff is positive and beneficial to the organisation, and
 - Participating in University and Divisional committees.
 - Provide executive level reporting to ensure transparency over portfolio deliverables.
- Lead program and project governance through providing strategic advice to and support of university program and project governance committees, project sponsors and stakeholders and ensure the projects are delivered within the agreed salary, non-salary operational and all capital budgets. This includes maintaining forecasts and managing scope variations to budget via appropriate approval process.



- Develop and review policies, procedures, guidelines and standards relating to project governance as appropriate.
- Other duties appropriate to the classification as required.

Required capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#). Read the Framework for more detail regarding these capabilities.

Capability	Capability Definition	Level of influence
Innovates		
Acts Strategically	Analyses opportunities to determine effective solutions and solve problems in order to achieve short and long-term objectives.	Influence others
Connects		
Builds Relationships	Implements interdisciplinary collaboration, adopts diversity and inclusion principles, and facilitates relationship building to work effectively with others.	Influence others
Communicates with Influence	Listens to understand the position of others and leverages effective communication and negotiation skills in order to influence and navigate toward mutually beneficial outcomes.	Influence others
Achieves		
Manages Change	Assumes responsibility for change. Supports change initiatives, builds knowledge to understand purpose and impact. Supports others to engage with change to deliver outcomes.	Influence others
Plans and Prioritises	Effectively plans and aligns priorities with strategy. Effectively allocates and utilises resources to achieve goals.	Influence others
Drives Impact	Collaboratively engages with peers and stakeholders in the community and industry. Places our people and students at the centre of design decisions.	Influence others



This section comprises of Enabler and Manages Effectively capabilities from the Charles Sturt [Capability Framework](#).

Capability	Capability description	Level of influence
Enablers		
Practices Effective Governance	Refers to policies, processes and guidance to support effective decision making and applies risk management processes to mitigate risk and proactively manage safety and compliance obligations.	Influence others
Manages Finances	Applies responsible financial and resource management practices to achieve value for money and support financial sustainability.	Influence others
Manages Projects Effectively	Applies effective planning and coordinates effort using project management practices to deliver specific project objectives.	Influence others
Manages Effectively		
Clarifies Purpose and Inspires Direction	Clearly articulates the purpose and strategies of Charles Sturt and alignment to teamwork priorities. Provides a sense of direction and motivates people and teams to strive for it.	Influence others
Builds Effective Teams	Builds teams with complementary abilities and skill sets, encourages effective communication and collaboration and cultivates a supportive environment to reach objectives.	Influence self

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distance up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Qualifications and experience or an equivalent level of knowledge as per the position descriptors.
- B. A passion for technology and digital transformation, and a client-centric mind set.
- C. Track record of successfully providing program PMO services for technology programs.
- D. Proven ability with the management of complex program scheduling, financial and resource management, and deliverable management
- E. Strong leadership, strategic thinking, and problem-solving skills, with the ability to drive change and innovation.
- F. Highly organised, detail-oriented, and results-driven, with the ability to manage multiple priorities and deliver under pressure.