

POSITION DESCRIPTION

Position Title	National Manager, Portfolio Projects		
Organisational Unit	Deputy Chief Operating Officer		
Functional Unit	Portfolio Project Office		
Nominated Supervisor	Deputy Chief Operating Officer		
Higher Education Worker (HEW) Level	HEW 9	Campus/Location	North Sydney
CDF Achievement Level	2 Management (Middle)	Work Area Position Code	13894
Employment Type	Full-time, Continuing	Date reviewed	April 2017

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE CORPORATE SERVICES PORTFOLIO

The Corporate Services Portfolio enables and fosters an engaging student and workplace experience through services aligned to the Identity and Mission, and the Strategic Plan of the University. The Portfolio is comprised of the directorates of Finance, General Counsel, Governance, Human Resources, Information Technology, Marketing & External Relations, Planning & Strategic Management, Properties & Facilities, Student Administration and the Office of the Chief Operating Officer.

ABOUT THE OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER

The Office of the Deputy Chief Operating Officer is responsible for Infrastructure and Capital Planning, Capital Funding Requests, Critical Incident Management Planning, Social Infrastructure Planning, Sustainability Planning, Portfolio Project Office, Future Campus Investigations, and Strategic Projects.

POSITION PURPOSE

The National Manager, Portfolio Projects will establish, implement, develop, and lead best practices for project portfolios, programs and project management throughout the Corporate Services Portfolio. This includes defining and documenting all policies and processes of project portfolio, programs, and project lifecycles in order to deliver these projects according to plan, to agreed quality, within budget, and with the impact of change managed. The National Manager, Portfolio Projects will also create formal methodologies for defining project key performance metrics and allocating resources.

The position provides overview of all the portfolio programs, projects and interdependencies, ensuring alignment with current strategic initiatives.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Establish and manage the ongoing operation and services of the Portfolio Project Office, including program/project management, governance and reporting practices across the University ensuring alignment with existing University governance, policies and systems.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Collaborate Effectively • Know ACU Work Processes and Systems 				✓
Develop and maintain the Project Portfolio, Program, and Project: policy, procedures, methodologies, frameworks, templates, reports, dashboard, repositories, information and systems. This includes dissemination of resources to relevant portfolio project stakeholders for use across the portfolio.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Communicate with Impact • Know ACU Work Processes and Systems 				✓
Make recommendations to the Chief Operating Officer and Portfolio Executive Committee in sanctioning programs and projects for inclusion in the project portfolio and provide strategic advice to this group on key issues and opportunities to improve the project portfolio's contribution to business outcomes.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Adapt to and Lead Change • Communicate with Impact 				✓
Identify issues, conflicts and implementation milestone overlaps across the Project Portfolio between various projects and work with Chief Operating Officer, Portfolio Executive Committee, Project Sponsor and Managers to prioritise and resolve. Inform relevant parties of internal and external changes that will affect strategy/policy/ projects to minimise any adverse impacts and maximise potential opportunities.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Deliver Stakeholder Centric Service • Collaborate Effectively • Communicate with Impact 				✓
Lead the Project Community of Practice, motivate, support and develop the skills and awareness of decision makers, project staff and project stakeholders to build project management maturity and practice and ensure the success of Corporate Services initiatives and projects.	<ul style="list-style-type: none"> • Adapt to and Lead Change • Communicate with Impact • Coach and Develop 				✓
Build robust relationships with University management, project portfolio stakeholders and staff.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Collaborate Effectively • Communicate with Impact 				✓
Advocate and promote the Portfolio Project Office and its products and services (Portfolio/Program and Project Management policies, procedures, methodologies, frameworks, systems, and templates) across Corporate Services and the University.	<ul style="list-style-type: none"> • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence 				✓
Implement the Corporate Services Portfolio Project Office Business Plan, including all aspects of reporting, communication to various stakeholders, risk identification and mitigation, quality assurance, development, evaluation and continuous improvement of policies, systems	<ul style="list-style-type: none"> • Apply Commercial Acumen • Deliver Stakeholder Centric Service • Communicate with Impact 				✓

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and processes.	<ul style="list-style-type: none"> • Make Informed Decisions 				
Other duties as directed to support strategic, portfolio and organisational unit goals.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Collaborate Effectively • Know ACU Work Processes and Systems 				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Establishing Portfolio Project frameworks, processes and systems in accordance with existing University requirements.
- Understanding the wide objectives of the portfolio and program, build credibility across the organisation and able to influence others.
- Prioritisation of work in a complex and changing environment to meet tight and competing deadlines.
- Keeping all relevant portfolio stakeholders informed of portfolio projects and engaged throughout the life of the projects.

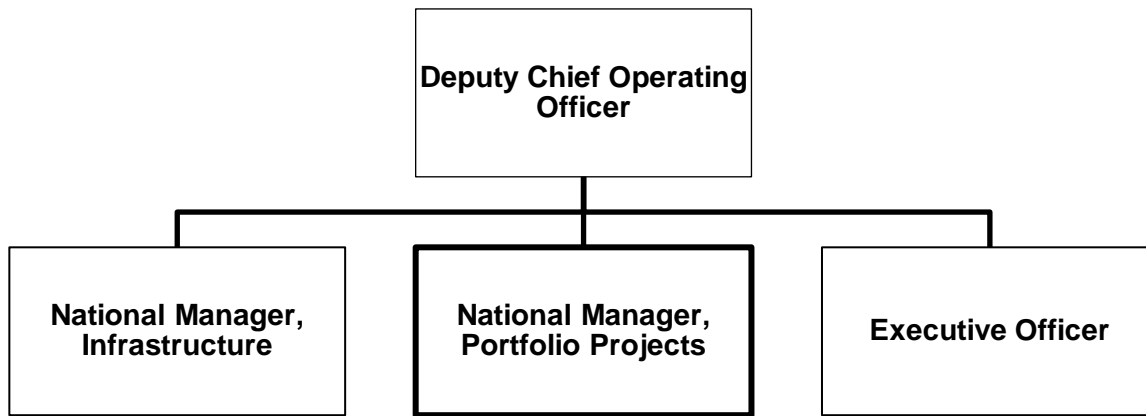
Decision Making / Authority to Act

- The position holder has substantial autonomy in establishing the Portfolio Project Office and developing a range of resources, systems and processes for the effective management of portfolio projects and initiatives.
- The position holder has substantial autonomy in the day-to-day management of the Portfolio Project Office and the service it provides to the Corporate Services Portfolio.
- The position holder gives advice and recommendations to the Chief Operating Officer and Portfolio Executive on policy, methodology, the project portfolio, and the implementation of the business plan.
- The position holder responds to a range of enquiries from various stakeholders. Complex matters with potentially significant and/or broad impacts are referred with recommendations to the nominated supervisor.
- The position has substantial autonomy in the management of vendors and other commercial matters in line with delegated authority and in consultation with the nominated supervisor.

Communication / Working Relationships

- The position will communicate extensively with the Portfolio Executive Committee to gain support for strategic initiatives and ensure that all initiatives meet the requirements of the portfolio.
- This position will work across the whole of Corporate Services and with the wider University to inform and engage all relevant stakeholders.
- The position will work with business units to identify any gaps in initiatives and to understand what activities are planned to fill those gaps.
- The position will engage with external vendors to carry out particular initiatives, and be responsible for commercial matters and vendor management for these.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Postgraduate qualification with extensive professional knowledge and experience in project, program and portfolio management; or an equivalent combination of relevant training and experience.
2.	Demonstrated experience in managing a PMO (Project Management Office) in a large and complex organisation with proven track-record in the establishment and management of frameworks, methodologies and processes for projects, services and portfolios.

Core Competencies (as per the [Capability Development Framework](#))

3.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
4.	Demonstrated ability to adopt an organisational wide point of view and make informed, evidence-based decisions to achieve high quality outcomes for the organisation and seize opportunities that improve organisational viability.
5.	Demonstrated ability to display openness and resilience to inspire others to embrace change and make change happen in line with organisational interests and objectives.
6.	Demonstrated ability to work collaboratively with stakeholders internal and external to the organisation to capitalise on all available expertise in pursuit of excellence.
7.	Demonstrated ability to communicate with impact and purpose to gain the support of a wide range of stakeholders, both internal and external to create positive impact and successful outcomes.
8.	An ability to take personal accountability for achieving high quality outcomes, keeping stakeholder interests at the core of business decisions in order to achieve organisational objectives and service excellence. See the ACU Service Principles .

Other attributes

9.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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Desirable

1.	Project and service management accreditation, particularly P3O and PRINCE2.
2.	A high level of understanding of the tertiary education sector.