

POSITION DESCRIPTION

Policy and Projects
Chancellery

Project Lead (Multiple positions available)

POSITION NUMBER	0045429
CLASSIFICATION	PSC 9
SALARY	\$115,726 - \$120,404 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Multiple fixed-term positions available for at least 12 months (various roles)
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Amelia Scurry Tel +61 3 9035 3459 Email alscurry@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
<http://about.unimelb.edu.au/careers>

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

POLICY AND PROJECTS

This position is part of the Major Projects team within the Policy & Projects portfolio.

The Policy & Projects portfolio includes five teams:

- **University Governance:** Provides expert advice and governance support to the University Council and its subcommittees and the University Executive. University Governance also oversees the University's regulatory framework, and works in close partnership with the Academic Board Secretariat.
- **Academic Board Secretariat:** The Secretariat provides expert advice and governance support for the Academic Board, which is a committee of Council established under the University of Melbourne Act with delegated oversight of academic policy and quality.
- **Strategy, Planning and Performance:** Oversees the development of the University strategic plans and enabling plans, and their integration and implementation through the academic and business planning framework. SPP also is responsible for monitoring and reporting on performance, including institutional rankings and international benchmarking, and undertaking institutional research and business analysis.
- **Major Projects:** Oversees the development of business cases for significant University projects aligned with strategy and key partnerships, and works in partnership with University Services and academic divisions to support and monitor their progress.
- **Policy and Government Relations:** Provides analysis and insight regarding public policy related to the work of the University, develops and advocates policy positions and coordinates and supports the University's relationships with Government.

Major Projects

The Major Projects team leads the University's strategically significant projects from the early idea stage through to project initiation. These are projects often involving an investment of more than \$50 million, significant infrastructure development (physical and virtual), partnerships, curriculum reform and new operating models. After project initiation, implementation is led by the University's delivery arm, Project Services, with Major Projects maintaining an oversight and evaluation role.

The Major Projects portfolio is comprised of three major workstream areas: Engagement, including industry and community engagement-related projects; Student Experience'; and STEMM, each led by a Program Director.

ABOUT THE ROLE

Position Purpose:

The Project Lead (PL) assists the Program Directors and/or Portfolio Director with activities associated with project start-up, initiation and implementation planning, with the Major Projects team maintaining responsibility for oversight of project implementation through to delivery.

The PL works independently under the direction of the relevant Director, on key projects or project elements, and may lead a small team of staff associated with these. They work closely on a day to day basis with other members of their Program teams, Project Sponsors and key stakeholders, drawing on resources within the Major Projects group, the broader University and external to the University.

The PL leads substantial projects or project components including concept planning, options development, feasibility assessment and business case development, and produces high quality project documentation on a consistent basis. The PL engages with stakeholders on behalf of the University for designated projects, providing accurate and timely information in both directions.

Reporting line: Program and/or Project Director

No. of direct reports: < 5

No. of indirect reports: 1 to 5

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: The incumbent works across a range of projects involving internal and external major project stakeholders

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

Under the direction of the Program Director, undertake and contribute to a range of project activities, such as:

- Project start-up: gathering data, documenting the scope of each project, developing a high-level plan and high-level financial details, conducting a feasibility assessment and supporting engagement with the project sponsor/academic leader;
- Under the direction of the Program Director, undertake and contribute to a range of project activities, such as:
 - Project initiation: developing a broad financial model, undertaking competitor analysis, developing a business case (commissioning preparation as needed), refine/develop architectural concepts, conducting a due diligence review; and
 - Implementation planning: identifying resources and responsibilities, writing a risk management plan, developing project milestones and ensuring a timely and effective transition of projects to Project Services.
- Prepare consistently high-quality project documentation for consideration by key University governance and management groups
- Work with the Program Director and Portfolio Directors to oversee projects in the implementation and evaluation phases
- With Project Officers, prepare regular reports to key University committees and to the Government (when required) about progress and funding of individual major projects
- Engage with stakeholders on behalf of the University for designated projects, providing accurate and timely information in both direction

Selection Criteria:

Essential

1. Post-graduate qualifications in a relevant discipline or an equivalent mix of education and relevant experience
2. Demonstrated project experience in complex environments, including the ability to translate strategy into tangible project outcomes and contribute to the planning, options development, feasibility assessment and business case development activity of projects with significant strategy, infrastructure and operational elements
3. Experience in a specific domain area relevant to Major Projects, such as student experience, Engagement, STEMM or other
4. Experience in the development of major construction and/or logistical and/or organisational transformation projects
5. High level business acumen, including the ability to develop translate strategy and organisational objectives into project outcomes
6. Ability to lead workstreams and/or project elements as well as managing oversight of a number of individual projects, including identifying and rectifying issues in cooperation with delivery teams

7. Demonstrated commitment to building and maintaining relations with a wide range of stakeholders and the ability to operate in a highly complex matrix organisational structure
8. Excellent written and oral communication skills

Desirable

1. Knowledge and understanding of the University's strategy and organisational context, particularly as it relates to major projects

Other job-related information:

Occasional work out of ordinary hours and travel required.