

POSITION DESCRIPTION

Project Services
University Services

Project Manager

POSITION NUMBER	0037923
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PCS 9 - \$115,726 - \$120,404 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	<p>Peter Andrews Tel +61 3 9035 3866 Email p.andrews@unimelb.edu.au <i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:
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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

PROJECT SERVICES

Project Services deliver cost-effective fit for purpose outcomes which support the University in achieving its strategic goals.

The Business Improvement & Information Technology (BI&IT) portfolio is committed to the development and delivery of high-quality IT and business improvement projects and solutions. We deliver complex pieces of work which ensure the University community is supported by robust systems, structures and staff expertise. The team work on a wide variety of projects including IT infrastructure, enterprise applications (IT, finance, HR, procurement), cloud solution implementations and business process improvement

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 deserve to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

To lead and deliver complex, multi-disciplinary business improvement projects. To manage key relationships within the University and, particularly, with other areas in University Services to ensure project and service outcomes for clients

Reporting line: Senior Project Manager, Business Improvement & Information Technology

No. of direct reports: 0

No. of indirect reports: 6 to 10

Direct budget accountability \$250K - \$3M

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: University Wide

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:

- Management of individual projects with large organisational and, if they are IT-enabled projects, technical complexity and client impact to ensure the successful delivery to budget, schedule and specifications
- Assist with project planning, scoping and estimation as part of the project development and business case process.
- Lead cross-functional teams drawn from across the Project Services portfolio and other University Services portfolios to deliver project engagements
- Work with clients to scope and estimate Business Improvement project work within their portfolio
- Manage the day to day relationship with clients/project owners
- Manage and work with external consultants and vendors where appropriate to provide specialist knowledge, capability and components of project delivery
- Ensure compliance with relevant internal and external guidelines including legislation, statutes, regulations and policies

Selection Criteria:

Education/Qualifications

1. The appointee will have: a relevant postgraduate qualification with significant relevant experience or an equivalent combination of relevant significant experience and/or education and training.

Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and

taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

3. Demonstrated ability to manage medium to large (\$250k-\$3m+) business improvement and IT projects in one or more of the following areas: IT infrastructure, enterprise applications (IT, finance, HR, procurement), cloud solution implementations, business process improvement
4. Demonstrated ability to work with clients and stakeholders through the full project lifecycle to identify, source / develop and implement solutions that meet requirements and enable realisation of business benefits.
5. Good commercial and vendor management skills
6. Demonstrated ability to tailor and apply project management methodologies including PMbok, Prince 2 and Agile
7. Proven leadership skills and experience with cross functional teams in a matrix structure
8. Excellent communication, facilitation and presentation skills
9. Project management accreditation and/or relevant professional qualifications

Other job related information:

Occasional out of hours work and travel to other University locations within Victoria may be required from time to time, dependent on project needs