

POSITION DESCRIPTION



Project Services
University Services

Manager, Planning & Delivery Support

POSITION NO	0037886
CLASSIFICATION	HEW 10A
SALARY	\$135,122 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full time (continuing) position available
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Stephen Davies Tel +61 3 8344 9738 Email davies.s@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 websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Job Title: Manager, Planning & Delivery Support (HEW 10A) Reports To: Director, Enterprise Portfolio Management Office Group: University Services Department/School: Project Services Location: Parkville Employment Type: Continuing Employment Fraction(FTE): 1		Purpose: The Manager, Planning & Delivery Support will work with senior managers, academics and a range of staff across the University to manage the project portfolio ensuring strategic, operational and financial goals are met. Working with Chancellery on portfolio planning and coordination of the capital planning process. Supporting the governance and capital allocation framework which seeks to achieve enhanced alignment with strategic goals; better capital and project prioritisation; improved demand management; and more cost effective projects. Working closely with the Project Services Directors and key stakeholders from across the University, this position is focused on leading the planning and delivery of projects across the University’s portfolio to ensure key project objectives and financial outcomes are achieved, including demand management and facilitation of triage, resource allocation and benefits management. Mandatory Qualifications: Post graduate qualifications in a relevant discipline and or equivalent mix of education and relevant experience Project management accreditation and/or relevant professional qualifications such as Prince2		
	Key Dimensions	Details required	Key Relationships	
1	Direct Budget Accountability	#	External Service providers Relevant Industry Groups Funding bodies	Internal Chancellery Academic Divisions University Services Portfolio Project Services Managers and Team Leaders
2	No. of Direct reports	6		
3	No. Indirect reports	0		
4	Level of supervision	Broad		
5	Task level	Extensive		
6	Organisational Knowledge:	Extensive		
7	Judgment	Extensive		
8	Operational Context	University Wide		
9	Other relevant indicators	#		
Core Accountabilities				

List up to 10 Core Accountabilities
Lead the management of demand and allocation of resources across projects
Actively manage interdependencies across the portfolio of projects
Maintain close relationships with key stakeholders and customers
Manage and develop Planning & Delivery staff and ensure they have the tools, resources and support they need to deliver on their objectives
Work with and lead Project Centre team to address any gaps in the methodology as it relates to specific projects
Undertake the facilitation of triage and subsequent resource allocation
Facilitate the assembly of multidisciplinary project teams that are “fit for purpose” for the clients need
Provide leadership for budget management and reporting for Project Services and the project portfolio
Integrate project management culture into teams and assist other staff in using the project management methodology
Support the role of governance by providing fit for purpose project, program and portfolio information
Facilitate evidence based decision making by providing expert analysis and reporting on portfolio, program and project metrics
Coordinate the capital planning process in partnership with Chancellery Finance
Provide system administration, service management and practice leadership for the Enterprise Project Management System
Facilitate a benefits management framework for capital projects

Competencies required for successful performance in role			
Leadership/Interpersonal Competencies Choose up to 5 Competencies	Level Required*	Technical Competencies List up to 5 Competencies	Level Required*
Innovation and continuous improvement	Established	Experience in project management and delivery environments including project financial forecasting and budgeting	Established
Planning and organisation	Mastery	Strong interpersonal and people management skills particularly in respect to building and managing cross-functional teams	Mastery
Service orientation	Mastery	Highly developed planning, research, conceptual, analytical and problems solving skills	Mastery
Strong leadership (managers and supervisors only)	Established	Proactive approach to schedule, risk and quality management	Established
University citizenship	Mastery	Demonstrated focus on stakeholder management and delivery of organisational outcomes	Mastery
Teamwork	Mastery		

Flexible and agile leadership	Established		
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*** Legend:**

Acquiring: Still developing this competency

Applying: General use and application of this competency but not yet to an advanced level

Established: Well advanced in the use and leveraging of this competency

Mastery: Utilising this competency for far reaching benefit –few others in the Industry/Sector operate at this level

***Competencies/Selection Criteria** – For information to assist you with compiling short statements to answer the selection criteria please [click here](#). The University also has a competency index that outlines the desired competency and its indicative behaviours please [click here](#).

Other Information

UNIVERSITY SERVICES (OR FACULTY INFORMATION) IF APPROPRIATE

A trusted partner in shared services.

We will operate with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best.

University Services will comprise approximately 1,500 staff and represents the aggregation and concentration of service delivery capability within what will be the largest administrative unit within the University. It comprises ten portfolios:

- Research, Industry and Commercialisation
- External Relations
- Academic Services
- Finance and Employee Services
- University Procurement Services
- Infrastructure Services
- Project Services
- Legal and Risk;
- Business Intelligence and Reporting
- University Services Operations

These portfolios will be responsible for the planning, delivery and review of most professional services.

The University Services organisation will also play a key role in defining the service ethos and quality standards for the broad range of services, as well as leading key aspects of transformational change, and defining and influencing future service enhancements. At its core, the benefit from the establishment of University Services will come from building expertise, consolidating like functions/ services, eliminating duplication, capturing the benefit of scale, and providing a platform to improve process and system efficiency.

THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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 hr.unimelb.edu.au/careers.

GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. www.growingesteem.unimelb.edu.au

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an

outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://www.unimelb.edu.au/research/research-strategy.html>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at www.unimelb.edu.au.

Occupational Health and Safety (OHS)

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.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel