

ARDC PROJECT MANAGEMENT OFFICE MANAGER

DEPARTMENT/UNIT	Australian Research Data Commons (ARDC)
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President
CLASSIFICATION	HEW Level 9
DESIGNATED CAMPUS OR LOCATION	Caulfield campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and

fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University's organisational and governance structure is available at www.monash.edu/about/structure.

The **Office of the Pro Vice-Chancellor (Research Infrastructure)** is responsible for managing the development and implementation of infrastructure strategy, which is aligned with the University's grand challenges as well as the needs of industry. This places Monash in the best position to address the major scientific, technical and social challenges and opportunities facing Australia now and in the future. Investing in leading-edge infrastructure and equipment supports the University's research aspirations. As part of this, the University aims to operate core research platforms, comprising cutting-edge capabilities and promoting cross discipline/organisational collaborative research. To help us achieve our vision, we are attracting funding from various sources and developing strategic partnerships with major industry partners. Coordinated by the Office of the Pro Vice-Chancellor (Research Infrastructure), Monash University has established a network of core Monash Technology Research Platforms (MTRP), including the Health Data Platform. Each of the MTRP's comprise world leading technologies, strong management and governance to provide access to high-quality, specialist research services and expertise to the broad research community and industry. To learn more, please visit www.monash.edu/research/infrastructure/about-us/vpri.

The **Australian Research Data Commons (ARDC)** is funded by the Australian Commonwealth Government. The funding has been provided through the National Collaborative Research Infrastructure Strategy (NCRIS) as part of the 2022 National Research Infrastructure Roadmap.

POSITION PURPOSE

The ARDC PMO Manager will lead and develop the PMO function for the ARDC. Using best practice and contemporary approaches the PMO Manager will play a critical role in developing and implementing a fit-for-purpose project management framework. The framework will build on existing tools and processes, identify gaps and implement solutions and will underpin all of the ARDC's initiatives that fall within scope of the framework. The purpose of this role is to ensure that the ARDC's initiatives and activities are being delivered, tracked and managed using best practice. This role is a key component to help the ARDC deliver a set of large scale national investments into the research sector. This position also plays a critical coordination role for the ARDC and works closely with a team of program and project managers which work under a matrix structure.

Reporting Line: The position reports to the Chief Operating Officer – ARDC under broad direction with a considerable degree of autonomy

Supervisory Responsibilities: This position provides direct supervision to 2 staff

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead, develop and implement a Project Management Office (PMO) function for the ARDC that will support governance and management of all ARDC programs and projects.
2. Take accountability for the implementation of the ARDC Project Management Framework which includes devising, managing and implementing change management strategies.
3. Provide specialist, expert advice and reports for senior management drawing on up-to-date theoretical knowledge and experience of relevant policy, legislation and best practice principles in area of project management.
4. Co-ordinate and oversee a work environment of continuous review and improvement of

business practices, operational processes and service provision

5. Undertake research, devise solutions and provide high level, practical and impartial advice to senior management and internal stakeholders on complex, multi-faceted project issues
6. Identify and analyse existing ARDC project management tools and policies and provide clear recommendations on an appropriate project management methodology for ARDC to adopt
7. Lead, develop and implement a set of project management tools, systems and processes to support the delivery of large scale national investments into the research sector.
8. Lead, develop and implement a set of internal project reporting tools and processes that support best practice governance and program management of all ARDC programs and projects
9. Work collaboratively with senior internal and external stakeholders to support the successful operation of a PMO function for the ARDC
10. Provide leadership and demonstrate best practice in the implementation and use of the ARDC project management framework.
11. Linking risk management and impact monitoring and reporting frameworks into the design and implementation of the ARDC project management framework.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications and extensive, relevant experience; or
 - extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training.
 - PRINCE2 Practitioner or PRINCE2 Agile qualifications

Knowledge and Skills

2. Significant demonstrated experience in developing and implementing Project Management Frameworks and establishing Project Management functions within an organisation
3. Exceptional project management skills with a proven record of successfully managing all aspects of large, complex and organisational-wide projects through to completion, including implementation and change management
4. Exceptional planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
5. Ability to conceptualise, develop, implement, deliver, and review project management needs of an organisation that are fit for purpose, appropriate and scalable
6. Highly-developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders within and outside the ARDC
7. Highly-developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
8. Expert knowledge of professional learning and development best practice in Project Management such as PMBOK and Agile principles.
9. Ability to handle situations which require initiative, independent judgement, consultation with senior stakeholders, sensitivity and tact

10. Exceptional interpersonal and communication skills, including the ability to liaise with and influence senior management, develop professional and effective communications for a range of audiences and deliver engaging presentations
11. Experience working with distributed teams and collaborators
12. Experience working with or in the higher education or research sector.

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.