

## Senior Project Manager

Technology Projects  
Division of Information Technology

Classification	8
Delegation Band	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
Hours per Week	35
Nature of Employment	Fixed Term
Workplace Agreement	<a href="#">Charles Sturt University Enterprise Agreement</a>
Date Last Reviewed	July 2019

### Our University Values



### Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

#### **Set Direction and Deliver Results**

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

#### **Collaborate with Impact**

- Relating and networking.
- Working with people.
- Persuading and influencing.

#### **Lead Self and Others**

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

## Division of Information Technology – Organisational Environment

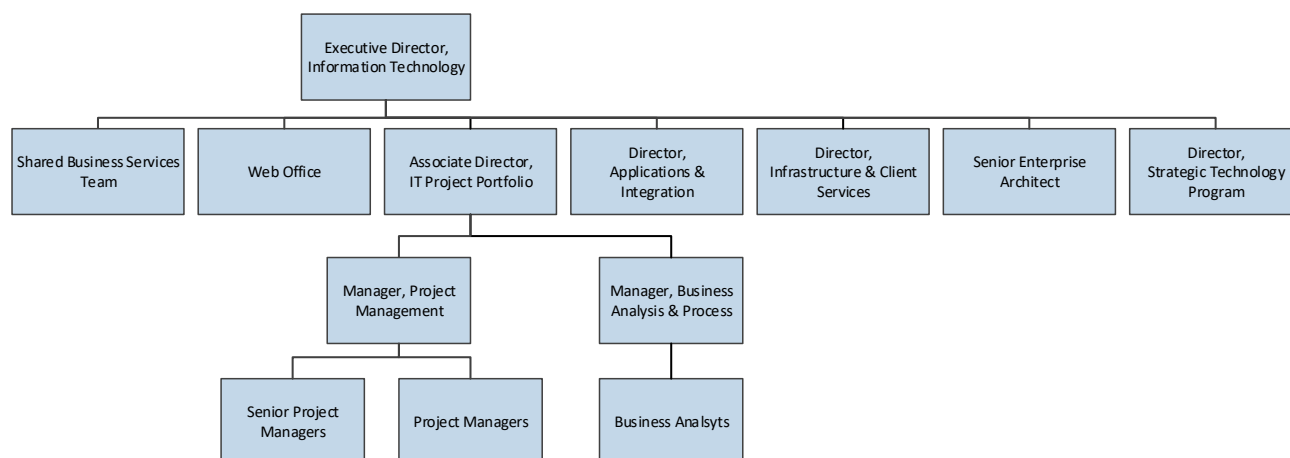
The Division of Information Technology (DIT) is responsible and accountable for the strategic management, development and support of information and communications technology (ICT) across the University, and the provision of related services to all staff and students of CSU.

Areas of responsibility include:

- The CSU website and online environment for students and staff
- Desktop, mobile device and computer supply and maintenance, and staff email
- Access and Logins, Help and Support Desk
- Enterprise mobility technology
- Security and Risk Management in relation to technology and data
- Enterprise wide application and integration services, including corporate software and support
- Network and Internet services
- Enterprise Architecture services, strategic engagement and advice
- Computing facilities including; Learning Commons, Library and computing laboratories
- Communication services, including telephones, voicemail and video conference facilities
- Audio visual services and teaching space technology
- Staff IT training, inductions and IT orientation

The Division of Information Technology is committed to a strong service culture. It focuses on delivering 'fit for purpose' quality services to the University community. DIT is responsible for the execution of the Technology Improvements Plan (TGIC) and works in partnership with organisational units and external providers in the delivery of projects. The programs and projects are prioritised by the senior executives in alignment with University Strategy, strategic objectives and business value. DIT also supports the project management activities, provides budget, expenditure, schedule, contract and resource information.

### Organisational Chart



### Reporting Relationships

This position reports to: Manager, Project Management

This position supervises: NA

### **Key Working Relationships**

- Project team members
- Project Sponsors and executive staff
- Business Subject Matter Experts

### **Position Overview**

The Senior Project Manager is responsible for the initiation, planning, execution and control and more importantly overall leadership of one or more projects or a program of works. The Senior Project Manager works closely with clients, members of the project team and senior executives to deliver projects that secure business benefits including major transformational activities that contribute to the University Strategy. This role involves the management and coordination of a project team or teams to drive and deliver projects within agreed timeframes, scope, budget and quality.

As a senior member of the Technology Projects team this position plays a key role in building project management capability and supporting continual improvement through coaching and mentoring.

### **Principal Responsibilities**

- Manage activities associated with complex IT projects of varying types and sizes, applying project management principles and techniques to ensure timely delivery of projects and quality outcomes.
- Define project scope and deliverables that support business goals in collaboration with project Sponsors, senior management and relevant stakeholders.
- Ensure project objectives are delivered within the agreed time, scope, quality and budget constraints and that all intended business benefits are realised.
- Manage the day-day activities of a distributed, virtual project team undertaking multiple project activities.
- Build, lead, and coach project teams and be responsible for driving the team's performance.
- Identify skills required to support project activities; work with the appropriate managers to identify resources with appropriate skills; and co-ordinate project resources including staff, contractors and external vendors.
- Define and track project and product milestones while developing, maintaining, and reporting on an overall integrated delivery plan.
- Prepare all project documentation in a timely manner including project plans, product roadmaps, status reports, communication plans and correspondence with the project steering committee and all relevant stakeholders.
- Effectively communicate and maintain relationships with key project and business stakeholders.
- Proactively manage project issues, risks and opportunities in consultation with all relevant stakeholders.
- Develop an effective change management approach and drive all activities to ensure the successful adoption of change.
- Provides overall program leadership, guidance and management of all aspects of a given program.
- Participate in internal and external coaching as required.
- Other duties appropriate to the classification as required.

## **Physical Capabilities**

- Work in other environments beyond the division such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

## **Selection Criteria**

Applicants are expected to address the selection criteria when applying for this position.

### **Essential**

- A. A degree with a minimum of 6 years subsequent relevant experience to consolidate and extend the theories and principles learned; or extensive experience and management and or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience;
- B. Extensive experience leading and independently manage numerous large and complex projects and program of works and complex organisational change initiatives;
- C. Significant experience with formal project methodologies including Agile project delivery (Scrum or Agile PM);
- D. Proven leadership skills with extensive experience in stakeholder engagement and relationship management in a large geographically dispersed organisation, including a demonstrated excellence of team building, mentoring and coaching;
- E. Demonstrated excellence in planning and time management and the proven ability to successfully manage vendors, contractors, consultants, business and technical teams across a broad geographic area;
- F. Evidence of highly developed and effective communication and presentation skills.

## **Information for Prospective Staff**

### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)