POSITION DESCRIPTION

THE UNIVERSITY OF MELBOURNE

Infrastructure Services
University Services

Project Manager

POSITION NUMBER	0046112
PROFESSIONAL STAFF CLASSIFCATION/SALARY	PSC 9 - $115,726 - $120,404 per annum
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full Time (1 FTE) 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	Jason Sadler Tel: +61 3 8344 2994 Email: jason.sadler@unimelb.edu.au *Please do not send your application to this contact*

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

INFRASTRUCTURE SERVICES

Provides project services that deliver cost-effective, fit for purpose outcomes, which support the University in achieving its strategic goals.

The Infrastructure Portfolio (IS) 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 enterprise applications, cloud solution implementations, IT infrastructure and business process improvement.

ABOUT THE ROLE

Position Purpose:

To lead and deliver complex, multi-disciplinary strategic and business improvement projects with a focus on strong stakeholder engagement and capability establishment. 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[1]

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[2]

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.

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[1] Portfolio Manager line management

[2] Project specific dependency on enterprise business impact

Leadership

- Lead cross-functional teams drawn across the Infrastructure Services and other University Services portfolios to deliver projects
- Establish, manage and sustain the day to day relationship(s) with key stakeholders/project sponsors
- Define resource requirements and lead recruitment processes where/when required
- Monitor and provide input on project team member performance through the review of completed work assignments, techniques and engagements
- Assist the Portfolio Manager with planning, governance and day to day Portfolio operations where/when required
- Contribute to develop team's service offering and thought leadership material where required
- Act for the Portfolio Manager from time to time (as required)

Delivery Practices

- Management and overall accountable for delivery of allocated projects with large organisational technical complexity and business impact; providing assurance of successful delivery to project specifications including budget, schedule, requirements and quality
- Focus on providing projects with mature planning practices; including scoping, estimating, assessing risks and facilitating benefit profiles as part of the project development and business case process
- Contribute to the development of capabilities within the project management community
- Work with operational team members to ensure successful transition specifications are managed
- Develop, track and maintain project based records, reports, and presents to managing and governing bodies as required
- Manage and work with external consultants and vendors where appropriate to provide specialist knowledge, capability and components of project delivery

Culture

- 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.
- Ensure compliance with relevant internal and external guidelines including legislation, statutes, regulations and policies

Education/Qualifications:

Must Have

The appointee will have:

1. :A relevant postgraduate qualification with significant relevant experience or an equivalent combination of relevant significant experience and/or education and training.
2. Project management accreditation and/or relevant professional qualifications i.e. PMP, PRINCE2, Six Sigma, Agile etc.

Knowledge and skills:

Must Have

3. 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.
4. Demonstrated ability to manage medium to large ($250k-$3m+) IT and business improvement projects in one or more of the following areas: IT infrastructure, enterprise applications, cloud solution implementations, business process improvement, business intelligence & reporting with understanding of both technical and business aspects
5. 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
6. Good commercial acumen and vendor management skills
7. Demonstrated ability to tailor and apply project delivery methodologies including PMBOK, PRINCE2, Agile and frameworks such as ITIL and SDLC
8. Excellent communication, facilitation and presentation skills

Highly Desirable

9. Proven leadership skills and experience with cross functional teams in a matrix structure
10. Demonstrated experience with building project management practices/capabilities and embedding into organisations
11. Demonstrated ability to operate with a multi-functional skill set as per project requirements i.e. Business Analysis, Project/Program Management, Change Management, Benefits Management, Procurement etc.
12. Experience working with AS X100 and or Fortune 500 organisations will be highly regarded.

Other job-related information:

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