

# Position Description

## Resource Manager



<b>Faculty/Portfolio</b>	eSolutions
<b>School/Centre</b>	Programs & Change
<b>Basis of Employment</b>	Full-time (36.75 hours per week) and fixed-term
<b>Primary Location of Work</b>	Geelong Waterfront Campus or Melbourne Burwood Campus
<b>Classification</b>	HEW 9
<b>Reporting Line</b>	Senior Manager, Projects & Programs

### ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Warrnambool Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Warrnambool campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

### WHY WORK FOR OUR UNIVERSITY?

[eSolutions](#)

[Benefits of working  
at Deakin](#)

[Deakin's Strategic  
Plan – LIVE Agenda](#)

### DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

[deakin.edu.au/about-deakin/careers-at-deakin](https://deakin.edu.au/about-deakin/careers-at-deakin)



## POSITION OVERVIEW

This position will manage resource requirements across all eSolutions projects & programs and facilitate alignment between resource providers and project managers for sufficient resourcing which may involve effectively analysing and managing conflicting priorities, within a matrix structure. This position will manage requirements for all types of resources across projects, people and materials (e.g. licenses, hardware and environments).

### Key Relationships:

<b>Internal</b>	<ul style="list-style-type: none"><li>eSolutions staff and managers</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>External suppliers associated with the establishment and management of long term business arrangements, technical evaluation and purchasing of hardware and software and the procurement of people resources</li></ul>

## PRIMARY RESPONSIBILITIES

- Successfully managing resource allocation during the entire lifecycle of digitally-enabled projects, from concept to closure, by procuring from internal and external providers and assigning them between different projects according to need.
- Successfully developing and maintaining procedures for the management of resources and supporting project managers, particularly for resource allocation and actuals.
- Analysing complex issues and solving resource problems on a regular basis, offering alternative solutions to meet requirements.
- Providing guidance and support on evolving Projects & Programs standards and processes and leading successful establishment of a standard resource management tool.
- Working in collaboration with project managers, architects and technical leads for allocating resources (people, funding, material & environment) across streams of projects within eSolutions.
- Working in collaboration with the Vendor Management team for contract finalisation and timely on boarding or extension of contracted resources.
- Working in collaboration with project managers and the Finance team for collection of costs, invoice payment and project end of month reconciliation.
- Managing any resourcing conflict in response to varying or planned circumstances by engaging with resource group owners and resource users.
- Timely communication of the resource plan to those involved in delivery or impacted by delivery.
- Assist product/vendor selection processes in accordance with Deakin standards.
- Ensuring resource related budget, scope, timelines and quality are managed in accordance with approved business cases and sponsorship direction, technical direction and with a level of agility suitable for each situation.
- This role may have staffing responsibilities and must therefore ensure staff and own adherence to University policies and procedures, including but not limited to those relating to equal opportunity, occupational health and safety, risk and financial management, privacy, staff development and staff performance planning and review.

## ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

## SELECTION CONSIDERATIONS

### Qualifications and Experience:

- Tertiary degree.
- Proven experience in resource planning, scheduling, managing and project resource related financial management.
- Substantial experience in IT.
- Experience using scheduling tools (preferably Microsoft Project and Microsoft Project Server).
- Experience working in a tertiary institution *\*Desirable*
- Project methodology and management training (preferably Prince2) *\*Desirable*

### Capabilities and Personal Attributes:

- Demonstrated ability to develop collaborative resource structure for projects within a matrix organisation.
- Superior stakeholder management.
- Outstanding written and verbal communication.
- Excellent leadership skills including the ability to be assertive and handle conflict effectively.
- Thorough understanding and extensive knowledge of the entire project lifecycle, from concept to closure.
- Ability and willingness to work collaboratively to continually improve program and project management methodology.
- Demonstrate the ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner

## SPECIAL REQUIREMENTS

- Infrequent travel may be required travelling to other sites to meet with key stakeholders
- Victorian Driver Licence will be required when using University vehicles
- Working With Children Check (refer to Recruitment Procedure)

## DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.