

Senior Project Manager

Technology Projects
Division of Information Technology

Classification	8
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Fixed Term
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	April 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

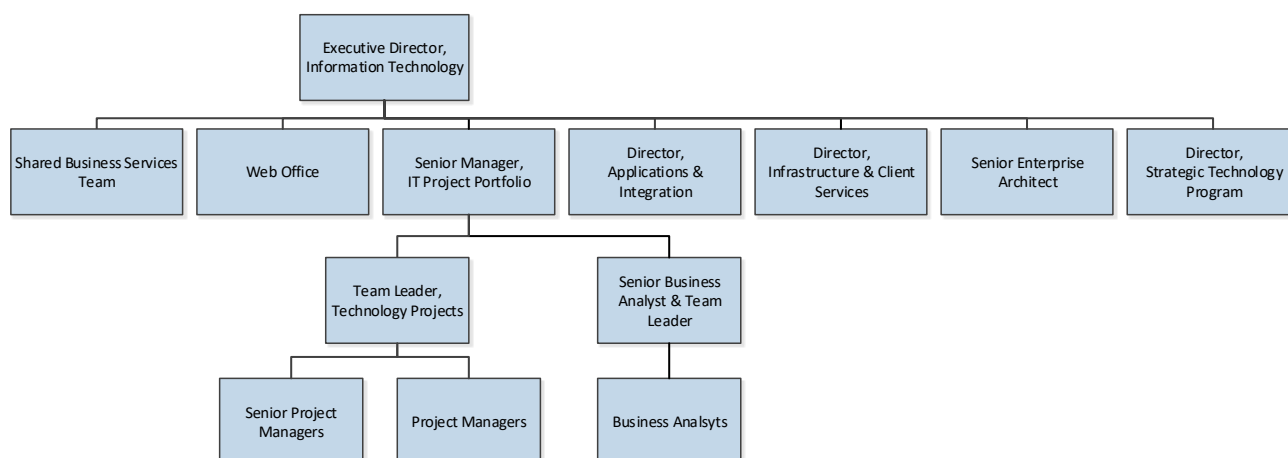
The Division of Information Technology (DIT) is responsible and accountable for the strategic management, development and support of information and communications technology (ICT) across the University, and the provision of related services to all staff and students of CSU.

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: Team Leader, Technology Projects

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 overall leadership, initiation, planning, execution and control of a project or program of works. The Senior Project Manager works closely with clients and members of the project team to deliver projects that address required outcomes and business benefits. This role involves the management and coordination of a project team or teams to deliver projects within agreed timeframes, scope, budget and quality. The Senior Project Manager can be assigned one or more projects by the Technology Projects Team Leader.

Principal Responsibilities

- Project / Program initiation and inception (definition, scoping and establishment)
- Project / Program planning and scheduling (plan project tasks, allocate personnel, establish milestones; schedule project team meetings, stakeholder, sponsor and steering committee meetings)
- Project / Program execution (solve problems that arise in the course of the project; provide guidance to team members, either in team meetings or individual sessions)
- Project / Program control (budget and resource management)
- Project / Program reporting and communication (produce project management documentation and progress reports; confer with sponsor regarding progress, issues, risks, clarification of scope, quality and functionality)
- Project / Program risk management
- Project / Program change management
- Project / Program cost benefit analysis, Return on Investment (ROI) and Total Cost of Ownership (TCO)
- Project / Program benefits realisation management
- Project / Program closure
- Participate in internal and external coaching as required
- Participate in process improvement activities as required
- Other duties appropriate to the classification as required

Physical Capabilities

1. 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.
2. 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. Experience with formal project methodologies including Agile project delivery (Scrum or Agile PM) and the demonstrated ability to independently manage complex projects and/or a program of works and complex organisational change initiatives;
- C. Proven leadership skills with extensive experience in stakeholder engagement and relationship management in a large geographically dispersed organization, including a demonstrated excellence of team building, mentoring and coaching;
- D. 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;

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/.

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](#)