



Position Description

College/Division:	Division of Student Administration and Academic Services
Department/Unit:	Academic Standards and Quality Office
Position Title:	Project Manager (Administration)
Classification:	Senior Manager 1
Position No:	34421 ; 34422
Responsible to:	Assistant Registrar, Academic Standards and Quality Office
Number of positions that report to this role:	None
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT:

The Academic Standards and Quality Office (ASQO) contributes to the University's strategic objective to provide an excellent educational experience for its students through delivery of administrative functions which support the student and academic lifecycle. ASQO has oversight of the student related rules, regulations and policies that support the ANU community and is responsible for delivering efficient and effective services in the critical areas of regulatory compliance and reporting, international student compliance, appeals and grievances, educational governance, program accreditation and policy management.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Project Manager will work under the supervision of the Assistant Registrar, to oversee the conception, implementation and review of projects and work to resolve complex issues and gain consensus, amongst a diverse group of stakeholders.

The Project Manager will have a strong track record in successfully taking a project from conception to completion and driving business change and transformation.

Role Statement:

Under broad direction, the Project Manager will:

1. Deliver and manage key projects on budget, within agreed timeframes and to the quality expectation of the customer and stakeholders.
2. Deliver and follow through with project plans including budgets (where required), resource management and risk management.
3. Monitor progress of projects to ensure milestones and performance indicators are met, and prepare project status reports for members of Steering Committees/Boards.
4. Develop and implement effective communication strategies to inform and engage stakeholders.
5. Maintain knowledge and understanding of contemporary and relevant sector-wide approaches and developments in higher education and legislation relevant to the role.
6. Motivate project teams to work together to deliver high level outcomes.
7. Provide advice and support to drive the change and business transformation required to deliver the benefits of projects.
8. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Graduate qualifications and relevant experience in project management or an equivalent combination of experience and education/training in quality assurance and compliance.
2. Extensive experience in project management including successful delivery of projects on time, within budget to the quality expectation of the customer and stakeholders within a large and complex environment. Project management delivery success in the Higher Education sector will be highly regarded.
3. Proven ability to drive change and business transformation to support the delivery of project benefits, including experience managing projects that impact roles, responsibilities, organisational structures and operating models.
4. Strong skills in negotiation and diplomacy and the ability to resolve complex issues and gain consensus amongst a diverse group of stakeholders.
5. Highly developed analytical, problem solving and organisational skills with an ability to meet priorities, competing deadlines and use of sound judgement in decision making.
6. Demonstrated ability to motivate the project team to working together in delivering high level outcomes.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

Delegate:	Joanna Higgins	Position:	Assistant Registrar
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References:

[Professional Staff Classification Descriptors](#)