



PROJECT MANAGER

DEPARTMENT/UNIT	Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Provost and Senior Vice President
CLASSIFICATION	HEW Level 9
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at <http://www.monash.edu>.

The Provost & Senior Vice-President is the Chief Academic Officer of the University and is responsible for: setting the university's academic strategy and priorities with view to improving the education and research performance of the university; oversight of faculties, academic related portfolios and university-wide centres and institutes oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute** (MSDI) is driven to find real solutions to some of the most significant challenges facing our world today. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally; and provides a platform to share that expertise in partnership with business, government and the community. MSDI is host to the Sustainable Development Solutions Network (SDSN) Australia/Pacific Regional Centre and the Oxfam-Monash Partnership. Our expanding education focus includes postgraduate courses and PhD supervision alongside executive education, capacity development and student leadership activities. For more information, please visit www.monash.edu/sustainable-development/.

POSITION PURPOSE

The Project Manager is a key member of the Enterprise team at MSDI and is responsible for all aspects of high-level project management, including providing expert advice, actionable reports and external stakeholder consultation and management to achieve project outcomes. The role works closely with the Deputy Director, Enterprise, the Enterprise team and colleagues across Monash to provide leadership and support in the

development of compelling value propositions for government, business, civil society and the community. The Project Manager applies theoretical knowledge as well as best practice models, frameworks and processes to enable a broader understanding of the system and context in which policy and interventions are taking place; engaging those involved in the wider story of social and economic development required by the Sustainable Development Goals. The Project Manager will have a commitment to helping to drive a higher standard of public policy and discourse.

Reporting Line: The position reports to the Deputy Director Enterprise working with a high degree of autonomy

Supervisory Responsibilities: The position may supervise casual staff and/or contractors

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead and manage projects from conception to final delivery drawing on current project management methodologies, including; creating and obtaining approval of business cases, establishing project structure, identifying and engaging relevant stakeholders, scoping client needs, identifying project deliverables, overseeing the development of project documentation and reports, managing project progress and performance against milestones, and coordinating and reporting on post-implementation reviews
2. Oversee and manage the preparation of business cases, stakeholder engagement plans, briefings and reports for senior management, governance committees and project stakeholders, including presentation of information where required
3. As part of a project team, take accountability for the implementation of project deliverables including devising, managing and implementing projects
4. Identify, source and assign project resources, which may include managing procurement processes and managing contracts with external providers
5. Undertake research, devise solutions and provide high level, practical and impartial advice to senior management and research leaders on complex, multi-faceted project issues
6. Identify and source project resources, which may include managing procurement processes and managing contracts with external providers
7. Initiate, develop and maintain strong partnerships with key project stakeholders, including influencing support for project objectives by networking and hosting stakeholder meetings
8. Contribute to the establishment of a motivated and effective project team with a focus on excellence in project delivery
9. Exercise strong budget management including supporting the delivery of project outcomes within budget for the project/s managed
10. Identify risks, issues and dependencies relating to large scale, complex projects and ensure that effective controls and risk mitigation strategies are in place

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications and extensive, relevant experience; or
 - extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated initiative, judgement and the ability to use a strategic approach to solve highly complex problems.
3. Proven public policy experience, working in partnership with governments, business and communities
4. Exceptional project management skills with a proven record of successfully managing all aspects of large, complex projects through to completion, including implementation and involving multiple stakeholders and in changing environments
5. Exceptional planning and organisational skills, with experience establishing priorities, allocating resources and meeting governance requirements and tight project deadlines
6. Extensive experience in working in a team of professionals to achieve high quality project objectives
7. Outstanding relationship management and consulting skills, including the ability to interact, influence and negotiate with, and be sensitive to, a variety of stakeholders within and outside the university
8. Superior analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
9. Strong interpersonal and communication skills, including the ability to liaise with and influence senior management, develop professional and effective communications for a range of audiences and deliver engaging presentations
10. Understanding of higher education, public sector research and knowledge transfer

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.