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| **Position Description** |

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| **Project Manager, Transformation Office** | |
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| **Position No:** | 50149131 |
| **Business Unit:** | Chief Operating Officer |
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| **Division:** | Chief Operating Officer Office |
| **Department:**  **Classification Level:** | University wide, CFO Admin Strategies  HEO9 |
| **Employment Type:** | Full-Time, Fixed Term |
| **Campus Location:** | Melbourne (Bundoora Campus) |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**Position Context/Purpose**

The transformation program structured as part of the University’s revised strategy in 2020 was the largest in its history. In implementing the new strategy, we must ensure that all related streams of work are tightly aligned to the intended outcomes. It is important that we have a strong project management framework that holds all of these strands together with strong risk and interdependency management across all strands of work.

Given the scale and urgency of the activities, there is a need for strong coordination mechanisms across the inter-connected streams of work. This will be achieved by dedicated Program leadership and clarification of the role of SEG as the overall Program Steering Committee.

The Project Manager, Transformation Office will be responsible for managing and delivering business change initiatives, projects and programs that are a critical part of University strategy and the transformation of La Trobe University. This significant project management role requires the capacity to work with both the big picture and the small details and will have experience with business transformation.

The successful appointee will report to the Associate Director, Service and Strategic Initiatives and is expected to possess exceptional management and organizational abilities with a proficiency in taking apt decisions in collaboration with the business during challenging times.

**Duties at this level will include:**

* Supporting the Senior stakeholders in determining schedules and key activities, working closely with the business leadership to ensure alignment of work activities and transformation goals
* Delivering change and communication management and coordination and planning of training activities required for the business.
* Working closely with key stakeholders within the business including academic staff as required and in partnership with the business lead
* Working closely with the business owner for day to day management and successfully delivery of the project
* Creating and maintaining business activity schedule using MS Project
* Identify and manage risks, issues and dependencies associated to all business activities and ability to develop appropriate mitigation and/or contingency plans
* Defining complex project scope and deliverables that support business goals in collaboration with project sponsors and Colleges or business units.
* Creates and executes significant project work plans and revises as appropriate to meet changing project needs and requirements.
* Organise and manage allocated projects including day-to-day operational aspects. This includes managing project teams and resource needs based on project requirements and the allocation of internal and external resources.
* Effective tracking of key project milestones and multiple streams of work, adjust project plans and/or resources to meet project deliverables. Track, manage and report on project financials including budget, forecasts and actuals.
* Develop project communication plans, including communication with all project stakeholders.
* Conducting post project or phase reviews to identify project strengths and lessons learned for consideration by other projects.
* Contributing to stand-ups and retrospectives, tracking and reporting progress, help scrum teams to refine and streamline the delivery process, identifying and resolving issues and risks that impact sprint execution.

**Essential Criteria**

**Skills and knowledge required for the position**

* A degree, extensive management expertise and supporting experience, or postgraduate qualifications and extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Demonstrated professional experience in project management/ development at the corporate level and eligible for membership of the Institute of Project Managers (Australia), Qualification in project management, such as PMI or Practitioner Level PRINCE2.
* Demonstrated team management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team.
* Strong analytical skills including ability to identify performance expectations and anticipate outcomes based on operational considerations.
* Demonstrated ability to support a business change in a complex and sensitive environment is essential; and the ability to communicate and mediate across multi-functional or multi-discipline teams in order to achieve agreed objectives.
* Excellent writing, communication, presentation (public speaking), reporting and documentation skills. This includes experience developing Business Cases, Project Management Documentation (using Prince2 framework or other methodology), Status Reporting and Governance Reporting.
* A degree with substantial extension of the theories and principles, learned through relevant work experience; or a range of specialist experience; or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant work experience; or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Has the ability to be reflective, be innovative and able to deliver continuous improvement with a demonstrated high level of self-motivation and personal management skills.
* Demonstrated ability to establish and maintain positive working relationships with the business, internal and external stakeholders (including vendors) and communicate effectively on a range of sensitive and complex issues, including the ability to negotiate, motivate, influence and build relationships.
* Proven ability to identify and plan organisation wide change management and training activities required for the program of work.

**Capabilities required to be successful in the position**

* Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
* Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy team culture to successfully navigate change – implementing improvements to local and organisational practice.
* Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.
* Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**

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Initials: Date: