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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | Information Technology Services |
| **Faculty/School/Centre:**  |  |
| **Department/Unit:**  | Project Management Office (PMO) |
| **Position Title:**  | Project Manager/Project Coordinator |
| **Classification:** | ANU Officer Grade 8 (IT) |
| **Position No:** | 6027 |
| **Responsible to:** | Manager, Project Management Office  |
| **Number of positions that report to this role:** | 0 |
| **Delegation(s) Assigned:** |  |

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| **PURPOSE STATEMENT:**The Australian National University’s information technology infrastructure plays a critical role in enabling and supporting teaching, learning, research and administration. Information Technology Services (ITS) provides unified management and coordination support for a wide range of academic and corporate information services and more generally manages development of the University’s information infrastructure. Major areas include networks, communications, computing platforms, data stores, desk-top and mobile access, high-performance computing, online publishing, enterprise systems, student learning environments, and IT security. The work of ITS is coordinated with services provided within, and by Academic Colleges and Service Divisions to form a cohesive, university-wide information technology infrastructure.The Project Manager will support the work of the Project Management Office, providing instrumental start-up support, and high level contributions, to key ICT projects aimed at achieving the University’s strategic objectives. **KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** Under the broad direction of the Manager - PMO, the Project Manager will contribute to the conception, execution and review of ICT projects. This position will work closely, and build effective and collaborative relationships with all IT project managers and functional groups, College and Service Division representatives, and all other internal and external project stakeholders. The Project Manager/Coordinator is required to deliver on time, budget and to the quality expectations of the customer, and is expected to apply the relevant project management methodology across agreed projects.**Role Statement:**Under the broad direction of the Manager - PMO:* Undertake activities relating to scoping new or proposed projects within ITS, including research and requirements gathering, process and impact assessments, initiating stakeholder engagement and development of a business case, identification of project ownership and the development of project initiation documents.
* When leading projects, develop and implement all relevant project management artefacts; ensure appropriate governance arrangements are established, maintained and supported; monitor and report on project progress, and close projects in accordance with best practice project management methodologies and standards.
* As Project Coordinator, provide high level support to project managers/project leads during the various phases of a project, from inception through to completion, including the provision of expert advice on project management methodologies and processes, and the application of standards and procedures.
* Apply appropriate quality assurance processes to evaluate, monitor and report on project performance, including the utilisation of Microsoft EPM to maintain accurate project information for monitoring and reporting purposes.
* Contribute to the development and continuous improvement of the University’s project management framework and suite of support tools. Facilitate the education of relevant project stakeholders on the utilisation of the framework and support tools.
* Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
* Perform other duties as requested, consistent with the classification level of the position and in line with the principles of multi-skilling.
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| **SELECTION CRITERIA:**1. Progress toward postgraduate qualifications in Project Management and Information Technology and extensive relevant experience or an equivalent combination of experience and education/training. As a guide, experience in this context is likely to be three years. Accreditation in P3, MSP, Prince2, PMBOK or equivalent will be highly regarded.
2. Experience in project management including the ability to complete multiple projects on time, within budget, and delivering high quality outcomes.
3. Demonstrated experience preparing high quality professional business case submissions and project management artefacts in accordance with best practice project management principles.
4. Well-developed communication and interpersonal skills, including the ability to negotiate, influence, and engage with a diverse range of stakeholders.
5. Demonstrated ability to work as part of a team providing consistent, responsive and high quality administrative and project support.
6. Demonstrated ability to use management information systems, as well as proficiency in the Microsoft Office suite of programs. Experience in the use of Microsoft EPM would be viewed favourably.
7. A demonstrated high level understanding of equal opportunity (EO) principles and policies and a commitment to their application in university context.
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| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [Professional Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | Information Technology Services  | **Dept/School/Section** | Project Management Office (PMO) |
| **Position Title** | Project Manager | **Classification** | ANUO8 (IT) |
| **Position No.** | 22443 | **Reference No.** |       |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

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| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [ ]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** |  | **Date:** |  |