Position description

Federation
UNIVERSITY·AUSTRALIA

Position title:	**Project Manager, IT Projects**
School/Directorate/VCO:	**Information Technology Services**
Campus:	**Mt Helen Campus. Travel between campuses will be required.**
Classification:	**Within the HEW Level 8 range**
Employment mode:	**Fixed-term appointment**
Probationary period:	**This appointment is offered subject to the successful completion of a probationary period.**
Time fraction:	**Full-time**
Recruitment number:	**849150**
Further information from:	**Manager, Enterprise Architecture, Projects and Vendor Engagement** **Telephone (03) 5327 9573** **Email: t.odoherty@federation.edu.au**
Position description approved by:	**Sahar Oujil, Director Information Technology Services**

This position description is agreed to by:

_____   _____   _____

Employee name   Signature   Date

The University reserves the right to invite applications and to make no appointment.

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![Federation University Australia logo]

Position summary

The Project Manager, IT Projects takes full responsibility for the definition, approach, facilitation and satisfactory completion of medium-scale projects (typically with direct business impact and firm deadlines). The position identifies, assesses and manages risks to the success of the project. Ensures that realistic project plans are maintained and ensures regular and accurate communication to stakeholders. The Project Manager, IT Projects is required to adopt appropriate project management methods and tools whether predictive (plan-driven) approaches or adaptive (iterative/agile) approaches. Ensures Quality reviews occur on schedule and according to procedure. Manages the change control procedure, and ensures that project deliverables are completed within agreed cost, timescale and resource budgets, and are signed off.

Key responsibilities

1. Undertake an analysis of IT requirements by;

    a. researching and evaluating stakeholder and user needs, using structured methodologies,

    b. defining project scope, goals and deliverables that support organisational goals and providing strategic advice to Project Sponsors and stakeholders on the suitability and demand for proposed IT projects,

    c. analysing, determining and securing resource requirements and budgetary needs for proposed and assigned projects,

    d. implementing and managing procurement processes for expressions of interest, requests for quotations / tender, submissions and recommendations for funding and

    e. recommending re-engineered business processes to improve efficiency, reduce manual inputs, enhance workflows, systematise data and process validation, and improve overall business intelligence and reporting.

2. Apply the University's project management framework to IT projects to:

    a. develop and implement project charter and project management plan, including communication strategies, quality management plan and risk management plan;

    b. determine, allocate and monitor financial, staffing, technical and infrastructure resources required to ensure successful progress against project schedules;

    c. manage and monitor project progress and risk to minimise organisational exposure and risk by applying industry standards to identify project dependencies and critical path;

    d. develop and implement project reporting mechanisms to ensure project progress and risk are identified at an organisation-wide level and that appropriate risk treatment plans are in place; and

    e. Influence stakeholder expectations on the delivery of successful projects, including minimising resistance to change which is the result of the delivered technology.

3. Develop and implement a historical record of the development of IT projects by documenting, flowcharting, and illustrating an up-to-date plan of all system design, development and implementation, which complies with quality assurance policies and audit requirements.

4. Develop and implement project transition plans that enable the organisation to apply best practice standards to the ongoing maintenance and support of the delivered project and achieve expected return on investment.

5. Contribute to the development and enhancement of the University project management framework.

6. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: https://federation.edu.au/about-us/our-university/strategic-plan.

7. Undertake the responsibilities of the position adhering to:

   a. The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;

   b. Equal Opportunity and anti-discrimination legislation and requirements;

   c. the requirements for the inclusion of people with disabilities in work and study;

   d. Occupational Health and Safety (OH&S) legislation and requirements; and

   e. Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Project Manager, IT Projects is responsible for developing and implementing the project management of the University's IT projects, providing strategic advice and support to the Information Technology Senior Leadership Team on the suitability of proposed IT projects to achieve University-wide IT strategic objectives.

The Project Manager, IT Projects will exercise independent judgment in the development and implementation of IT projects, and make recommendations to Project Steering Committees and senior managers on the progress of projects, project risks and impacts to the organisation, including the cancellation of projects which are out of scope, too costly or expose the organisation to unmanageable risk.

The Project Manager, IT Projects will have an in-depth knowledge of industry standard project management and an understanding of the technical issues that are critical for success in relation to IT projects in a complex environment, technical knowledge and keeping abreast of latest IT trends combined with a comprehensive understanding of University IT systems and make recommendations for re-engineering business processes for greater efficiency and effectiveness.

The position will be responsible for the allocation and management of project resources (time, budget and Human Resources) and maintain close working relationships with other units and stakeholders within the University to ensure an integrated approach to the achievement of the project objectives.

Training and qualifications

Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/ or education/training.

A formal qualification-in project management would be advantageous.

Position/Organisational relationships

The Project Manager, IT Projects will work under the broad direction of the Manager, Enterprise Architecture, Projects and Vendor Engagement, and will work collaboratively with all staff within the IT Services and stakeholders across the University and system vendors. Extensive consultation and negotiation with all stakeholders is required to utilise their support in the implementation of

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projects. S/he will be expected to negotiate project outcomes which are satisfactory to stakeholders and that are deliverable within project scope, budget and time frames.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/ or education/training.

2. A formal qualification in project management would be advantageous.

3. Demonstrated experience in applying the industry project management standards to IT projects, from initial submission to post completion review and evaluation.

4. Extensive expertise and demonstrable methodical approach in the management of projects, including experience in change management, resource management, quality management and risk mitigation and treatment.

5. Demonstrated ability to provide strategic advice and support on design solutions, including procedures and technical issues to a broad audience (e.g. Steering Committee members, business sponsors, middle managers, and system users).

6. Demonstrated ability to manage concurrent complex tasks, shifting priorities and timelines through strong analytical and problem-solving capabilities.

7. Demonstrated outstanding interpersonal and communication skills and the ability to work well with all levels of management and personnel to achieve goals, including the ability to work independently and in a team-oriented, collaborative environment.

8. Demonstrated alignment with the University's commitment to child safety.