

**Position Description**

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|  **Senior Project Manager**  |
| **Position No:** |  |
| **Department/Team:** | Projects and Business Transformation Office |
| **School/Division:** | Information Services |
| **Campus/Location:** | Bundoora |
| **Classification:** | HEO9 |
| **Employment Type:** | Continuing |
| **Position Supervisor: Supervisor Position Number:** | Deputy Director, Projects |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

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

## For enquiries only contact:

Name: TEL: Email:

**Position Description**

# Senior Project Manager

## Position Context:

"As trusted digital thought leaders we connect and enable the University Community to advance learning, teaching and research"

With the University Community at the centre of everything we do, Information Services (IS) is focused on creating and sustaining an innovative information technology culture as one dynamic team. IS consistently engages with our customers delivering value through service performance, continuous improvement and transformational project based outcomes. The La Trobe Cultural Qualities of being innovative, accountable, connected and caring are fundamental to engaging and empowering our people.

The Projects and Business Transformation Office, residing within Information Services, supports and enables the delivery of business change initiatives and projects that form a critical part of the La Trobe University strategy. The office provides frameworks, processes, governance and resources for the successful delivery of projects and change; and provides visibility and requisite reporting to the Information Services and University Senior Management of the project activity governed within the Projects and Business Transformation Office.

The Projects team manage projects within the IS capital portfolio.

## Duties and level of responsibility include, but are not limited to:

* Defining complex project scope and deliverables that support business goals in collaboration with project sponsors and Colleges or business units.
* Supporting the strategic analysis of allocated projects including resource requirements and allocation, annual project value < $2Mil
* Creates and executes significant project work plans and revises as appropriate to meet changing project needs and requirements.
* Supporting complex negotiations and mediating between the conflicting interests of project stakeholders.
* 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.
* Contribute to an effective management of tender/contract by developing proposals, tender specification and evaluation, contract execution and supervision and monitoring contracts including review and recommendation of payments and change requests.
* 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.
* Coordinating daily 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.
* Assisting the team to estimate stories based on prior knowledge and experience and improving the accuracy of those estimates over time.
* Effectively coach, develop and mentor employees to adapt agile practices through ongoing process improvement initiatives in order to implement best practices for Agile Project Management and ensuring continuous productivity improvement measures are adopted by the team which is measurable with respect to velocity per sprint.
* Supporting a culture of empowerment and achievement, inspiring others to learn, develop, unlock their potential and succeed.
* Role modelling the La Trobe values and Cultural Qualities, holding themselves and others accountable for demonstrating targeted behaviours.
* Actively contributing to shaping the team within the context of the division and in alignment with La Trobe strategies.
* Improving own professional capability and expertise through appropriate development and/or professional activities in alignment with La Trobe's Career Success framework.
* Understanding the whole of University context and supporting the CIO and IS leadership in executing assigned initiatives.
* Responding flexibly to changing circumstances, assists leaders with the creation of a flexible environment that supports and enables others to meet changing demands.
* Offers support to the team in times of high pressure, seeks assistance as required. Encouraging the celebration of success and engaging in activities to maintain morale.
* Being an influential contributor to decisions relevant to the team, making personal short- medium term commitments without authorisation from higher levels, takes into consideration personal accountabilities and workload, ensuring that divisional processes, practices and standards are adhered to.
* Instituting personal reflection and evaluation practices to drive a continuous model of improvement.
* Interacting with all stakeholders including managers, peers, team members and colleagues as customers, as defined within the University Customer Service Charter.
* Undertake other general duties as required, that are commensurate with the level of the role.

## Key Selection Criteria:

* 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. Proven ability to manage a variety of high impact projects supported by strong results orientation, and a proven track record of delivering IT projects on time, on budget and to the required quality standards.
* Demonstrated ability to support a business change in a complex and sensitive environment is essential; and the ability to 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 advanced experience developing Business Cases, Project Management Documentation (using Prince2 framework or other methodology).
* 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.
* Proven ability to apply theoretical knowledge or management expertise to bring together diverse and sometimes conflicting information to solve complex problems, that may affect one or many areas of the organisation.
* Proven record of developing innovative solutions for strategic change, with the ability to be responsible for development and implementation.
* 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 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.

## 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.

## La Trobe Cultural Qualities:

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are ***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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