



Position Description

Project Manager

Division of Information Technology

Project Management Office

Classification	Level 7
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	12 Months Fixed term
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	March 2022



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities senior leaders will be required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

Our Students	Commencing Progress Rate Student Experience
Our Research	Research Income Research Quality and Impact
Our People	All Injury Frequency Rate Engagement
Our Social Responsibility	Underlying Operating Result Community and Partner Sentiment



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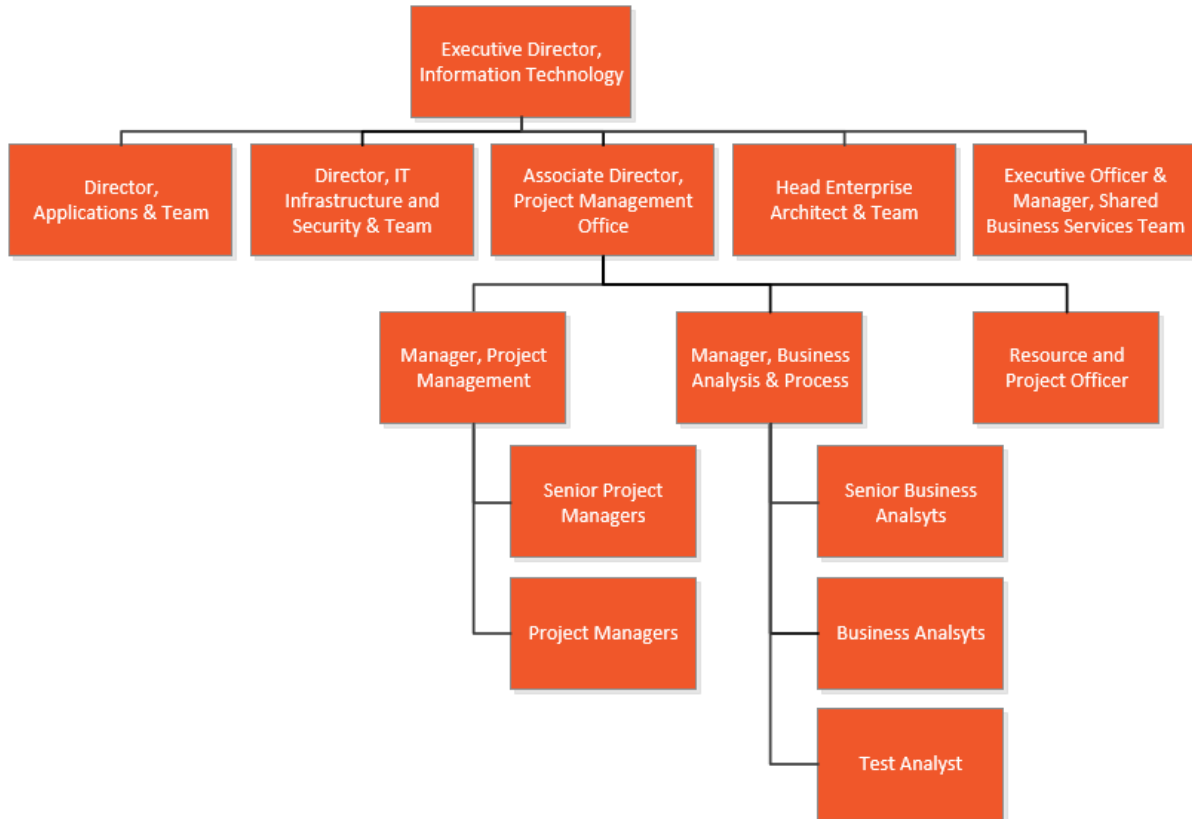
The Division of Information Technology (DIT) is responsible and accountable for the strategic management, development and support of information technology (IT) across the University, and the provision of related services to all staff and students of Charles Sturt University. Areas of responsibility include:

- The CSU website and online environment for students and staff
- Desktop computer supply & maintenance, mobile devices and Staff email
- Access & Logins, Help & Support Desk
- Application and Integration services
- Network and Internet services
- Enterprise Architecture services, strategic engagement and advice
- Computing facilities including; Learning Commons and Library and Labs
- Corporate software and support
- Communication services, including telephones, voicemail and video conference facilities
- Audio visual services and teaching space technology
- Staff IT training, inductions and IT orientation

The Division of Information Technology is committed to a strong service culture. It focuses on delivering 'fit for purpose' quality services to the University community. DIT is responsible for the execution of the Technology Improvements Plan (TGIC) and works in partnership with organisational units and external providers in the delivery of projects. The programs and projects are prioritised by the senior executives in alignment with University Strategy, strategic objectives and business value. DIT also supports the project management activities, provides budget, expenditure, schedule, contract and resource information.



Organisational chart



Reporting relationship

This position reports to: Manager, Project Management

This position supervises: Nil

Key working relationships

- Project Stakeholder
- Project Managers
- Directors and Senior Managers within the University
- Key Business Stakeholders



Position overview

The Project Manager will exhibit lean-agile leadership and management of projects. The Project Manager works closely with stakeholders and members of the project team to effectively manage projects delivering business requirements and ensuring the realisation of identified business benefits.

This role involves the management and coordination of a project team or teams to deliver projects within agreed timeframes, scope, budget and quality.

The Project Manager can be assigned one or more projects by the Manager, Project Management.

Principal responsibilities

All aspects of:

- Project initiation and inception (definition, scoping and establishment)
- Project planning and scheduling (plan project tasks, allocate personnel, establish milestones, schedule project team meetings, stakeholder, sponsor and steering committee meetings)
- Project execution (solve problems that arise in the course of the project; provide guidance to team members, either in team meetings or individual sessions)
- Project control (budget and resource management)
- Project reporting and communication (produce project management documentation and progress reports; confer with sponsor regarding progress, issues, risks, clarification of scope, quality and functionality)
- Project risk and change management
- Project cost benefit analysis, Return on Investment (ROI) and Total Cost of Ownership (TCO)
- Project benefits realisation management
- Participate in internal and external coaching
- Participate in process improvement activities
- Other duties appropriate to the classification as required



Role-specific capabilities

Business Savvy	Continually look to add commercial value in our roles, processes and ways of working
Take Action	Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects)
Adapt to Change	Explore the reasons for change and be willing to accept new ideas and initiatives
Presenting and Communicating Information	Speaking clearly and fluently, expressing opinions, making presentations, responding to an audience, showing credibility
Planning and Organising	Setting objectives, planning, establishing contingencies, managing time, resources and people, monitoring progress
Coping with Pressures and Setbacks	Coping with pressure, keeping emotions under control, balancing work and personal life, keeping optimistic, handling criticism

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond the school, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driving Hours Guidelines and Policy](#).



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A degree with a minimum of 4 years subsequent relevant experience to consolidate and extend the theories and principles learned; or extensive experience and management and or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience;
- B. Experience with formal project methodologies including Agile project delivery (Scrum or Agile PM) and the demonstrated ability to independently manage complex projects and organisational change initiatives;
- C. Proven leadership skills with extensive experience in stakeholder engagement and relationship management in a large geographically dispersed organization, including a demonstrated excellence of team building, mentoring and coaching;
- D. Demonstrated excellence in planning and time management and the proven ability to successfully manage vendors, contractors, consultants, business and technical teams across a broad geographic area;
- E. Evidence of highly developed and effective communication and presentation skills.

Desirable

- A. ITIL, Certified Scrum Master, Agile PM or SAFe certifications.

