

Position Description

Project Manager, La Trobe Business School

Position No:

Organisation Unit: College of Arts Social Sciences and Commerce

School/Division: La Trobe Business School

Campus/Location: Melbourne (Bundoora)

Classification: Higher Education Officer Level 9 (HEO9)

Employment Type: Fixed term, Full time, 9 months

Position Supervisor Number: General Manager, College of Arts Social Sciences and Commerce
50095701

**Reports positions:
level:** Nil

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:
Simon Hall, email: Simon.Hall@latrobe.edu.au

Position Description

Project Manager (La Trobe Business School – Strategic Plan Implementation)

Position Context/Purpose

The Project Manager will be responsible for the successful coordination and delivery of an extensive action plan derived from the strategic plan of the School. The role will ensure effective reporting to School Executive and College Executive. The role will also be responsible for coordinating effective reporting across three school strategy implementation projects to College Executive as well as preparing reports for University Senior Executive Group.

The key accountabilities of this position include developing the strategy implementation plan with milestones, coordinating appropriate involvement of central services and other areas of the university, ensuring timely reporting and tracking of progress, effective liaison with senior stakeholders and completion of post implementation reports across several concurrent project work-streams.

While the role will report to the College General Manager, the Project Manager will be required to effectively work with the Head of School and Project Steering Group on a daily basis, as well as align their methodologies with the Project Management and Business Transformation Unit. The role will ensure effective alignment of consistent project management methodologies across three school implantation projects through effective liaison with other project managers and coordination with the Project Management and Business Transformation Unit.

Key Areas of Accountabilities

Successful delivery, integration and overall coordination and stability of cross functional projects:

- Defining project scope, budgets and deliverables that support business goals in collaboration with project sponsors and College/Business Units.
- Develop proposals, business cases, and requirements documentation for projects, and including assisting with scoping, planning and allocated budget estimation
- Creates and execute project work plans and revise as appropriate to meet changing project needs and requirements.
- Ensuring projects are implemented in keeping with University policies, framework and risk and compliance standards across three school strategy implementation projects. Align reporting and project management methodologies with the Project Management Office and Business Transformation Unit
- Prepares monthly reports for presentation at the Project Steering Group, act as secretariat for steering group (meetings, minutes, reports, papers), and prepare quarterly reports for presentation to College Executive Committee and Senior Executive Group
- Implement (along with project stream lead, e.g. Head of School/Head of Department) actions to implement steering group decisions and directives to: remove roadblocks, obtain resources, changes to strategy.
- Carrying out complex negotiations and mediating between the conflicting interests of different stakeholders, influencing and persuading a wide range of people in order to overcome obstacles and deliver project outcomes.
- Organizing and managing all phases of the allocated projects including day-to-day operational activities, financial aspects of the allocated projects, including forecasting, budget reconciliation and reporting.
- Planning and preparation of project communications including stakeholder management and reporting

Key Selection Criteria

Essential

- A relevant qualification with project management expertise and/or an equivalent alternate combination of relevant knowledge, training and/or experience. Demonstrated professional experience or aptitude in project management/development at a senior level
- Proven ability to manage a variety of high impact projects supported by strong results orientation, and a proven track record of delivering projects or initiatives 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.
- Demonstrated ability to develop and maintain effective and cohesive project steering groups/teams.
- Strong interpersonal skills including negotiation and liaison skills plus effective conceptual, analytical and problem solving skills particularly with the respect to solving and influencing complex organisational, procedural and policy issues.
- Excellent writing, communication, presentation, reporting and documentation skills. This includes experience with or aptitude evident to develop Business Cases, Project Management Documentation (to be provided by University Project Management Office).
- Ability to communicate technical issues in a way that they are relevant and understandable to a non-technical audience including supporting the embedding of project management principles and guidelines across all three school strategy implementation projects.

Desirable

- Computer Skills –
 - MS Word – Intermediate
 - Excel – Intermediate
 - MS Project – Intermediate to Advanced
 - Visio –Intermediate
 - Project Server Enterprise Project Management – Intermediate to Advanced
 - SharePoint – Intermediate
 - Outlook – Intermediate

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.