

## Position Description

### Project Manager, School of Humanities and Social Sciences

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**Position No:**

**Organisation Unit:** College of Arts Social Sciences and Commerce

**School/Division:** School of Humanities and Social Sciences

**Campus/Location:** Melbourne (Bundoora)

**Classification:** Higher Education Officer Level 8 (HEO8)

**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>

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## Position Description

### **Project Manager (School of Humanities and Social Sciences – 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 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.

#### **Key Areas of Accountabilities**

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

- Defining project scope and deliverables that support business goals in collaboration with project sponsors and College/Business Units.
- Creates and execute project work plans and revise as appropriate to meet changing project needs and requirements.
- Ensuring projects are implemented in keeping with the University policies, framework and risk and compliance standards.
- Organise and manage allocated projects including day-to-day operational activities.
- Track and manage project scope, key project milestones, risk mitigation and adjust project plans and/or resources to meet project deliverables, including updating of required project documentation to the agreed timeframes
- Conduct regular project status meetings; track and prioritising tasks for teams ensuring all project health/status metrics and performance indicators are accurate to enable timely reporting to project sponsors and/or project steering committees.
- 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.
- Align reporting and project management methodologies with the Project Management Office and Business Transformation Unit
- 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).

### 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.

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