

Position description

Greater together 

Position title:	Program Manager, Co-op Transformation
Institute/School/Centre/ Directorate/VCO:	COO, Transformation, Assets and Commercial
Campus:	Mt Helen. Travel between campuses may be required.
Classification:	Within the HEW Level 9 range
Time fraction:	Full-time
Employment mode:	Fixed-term
Reason for fixed term:	Specific task or project
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
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Recruitment number:	JR100263

Position summary

Federation University Australia has embarked on a journey to become the first Australian university to embed the globally recognised cooperative education model in all programs by 2025. Federation Co-op builds on the University's core strengths as a dual-sector, regional university, with top ratings in Victoria in graduate employment outcomes – and leadership in industry collaboration.

Co-op benefits students by connecting them to employers and industries throughout their studies and giving them access to new opportunities. Co-op provides a clear pathway from enrolment to graduation and employment – and the foundation workplace skills needed to hit the ground running. For employers and industry, co-op addresses many of the skills shortages facing regional Victoria and Australia and provides a talent pool of graduates that already understands the real needs of business. Co-op means industry can tell Federation what they need students to know to succeed.

Co-op reimagines the usual linear journey to provide a fully integrated, flexible and stacked education/real experience journey so students are more experienced when they graduate.

Federation Co-op is a whole of University transformation program which involves all portfolios, departments, Institutes and Schools. The program was established in second quarter 2022 and is on the cusp of moving from detailed design and planning and into implementation. The current program has multiple stakeholders and cross functional workgroups at varying levels of project maturity.

Working across senior University leadership, the Program Manager, Co-op Transformation will ensure there is alignment, effective collaboration and transparency across all program stakeholders in delivering on Co-op Transformation outcomes and delivery in line with approved business cases and Project Management Office (PMO) processes.

Portfolio

The Project Management Office (PMO) sits within the Chief Operating Office's Transformation, Assets and Commercial directorate. It is responsible for the prioritisation of the 'right' strategic initiatives and ensures that they are delivered in the 'right' way. It is a centralised delivery capability of project management people, process and enabling technologies.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. With support from the Project Sponsor and Director, Transformation lead and manage a complex program of work across all portfolios, ensuring that the program is delivered within set time, quality and cost targets aligning to the business case.
2. Establish an overarching program schedule of work and oversee the establishment and ongoing operation of cross functional working groups, working with senior University leaders to implement and deliver the program plan.
3. Work closely with the Project Management Office (PMO) to embed the Co-op Transformation program in the PMO framework, ensure alignment with other transformation initiatives and be an advocate for PMO processes.
4. Lead and manage governance oversight and reporting processes for the program. Provide regular reports on the performance of the program to the PMO for portfolio level reporting purposes.
5. Demonstrate compliance and performance against required outcomes to senior leadership, escalating issues, as required.
6. Management of the day-to-day program budget, ensuring the any expenditure is within the approved budget envelope.
7. Ownership of all other project management processes including risk management, issues management, dependency management etc.
8. Develop the business case(s) and investment roadmap for the Co-op transformation program.

9. Develop and implement program metrics to manage program performance and deliver defined benefits and return on investment.
10. Identify and embed appropriate change management strategies to support the Co-op transformation program.
11. Lead, advocate and support the Co-op transformation program delivery team.
12. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
13. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Program Manager, Co-op Transformation will report to the Director, Transformation. The position is intended to be substantially independent and self-driven and operate under broad direction with a high overall degree of autonomy and will be accountable for the achievement of a significant program of work. This role will lead the execution of the Co-op Transformation business case and support the development of the ongoing operating model and will be directly accountable for ensuring on time delivery, within budget, and meeting the agreed expectations of stakeholders.

The Program Manager will bring a multidisciplinary understanding to the program and will have carriage of a broad and complex program of work. The position will exercise independent judgment in the development and implementation of the program plan and is required to make recommendations to Director, Transformation and Project Sponsor on program progress, project risks and issues and potential operational impacts as the program becomes embedded into BAU.

The Program Manager will have an in-depth knowledge of industry standard project management and an understanding of broad range of issues critical for success of the program.

Position and organisational relationships

The Program Manager, Co-op Transformation will need to work effectively with the VCST and across the SLT group. Strong relationships will need to be developed and maintained with core delivery-related functions, including Strategy and Governance (incl. Risk), PMO, Finance, Procurement, ITS and Strategic Communications.

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:

Training and qualifications

1. Completion of:
 - postgraduate qualifications and extensive relevant experience and proven expertise in project management.
 - a formal qualification in project management would be advantageous.

Experience, knowledge and attributes

2. Extensive management experience including stakeholder engagement.
3. Proven capability in leading a successful transformation project of equivalent size and complexity.
4. Comprehensive knowledge of project management principles and their application in complex settings including change management, resource management, risk mitigation and management.
5. Demonstrated track record of implementing transformation solutions to solve business problems in a complex environment.

6. Demonstrated understanding of international Co-operative education models and their relevance to the Federation University Co-op model and its value proposition.
7. Demonstrated understanding of Federation University course transformation processes (including approval processes) would be seen as advantageous.
8. Demonstrated ability to work independently and collaboratively with a diverse range of internal and external stakeholders, including the ability to coach, mentor, advise and support people in understanding and embracing a new way of working.
9. Demonstrated interpersonal and communication skills, including a demonstrated ability to consult with, negotiate and influence a wide range of key stakeholders.
10. Proven time management skills and well-developed organisational skills, including the ability to work with competing deadlines and achieve results without compromising quality.
11. Demonstrated integrity and commitment to championing and advocating for inclusion, as well as the capacity to build and develop diverse and value-driven cultures, reflecting Federation University's Living Values of Inclusion, Innovation, Excellence, Empowerment, and Collaboration.
12. Demonstrated knowledge of the operation of the tertiary education sector within Australia would be seen as advantageous

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

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.