Position description

Greater together

Position title:	Project Manager, IT Projects
Institute/School/Centre/ Directorate/VCO:	Project Management Office
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 8 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
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Recruitment number:	JR100190

Position summary

The IT Project Manager will be accountable to scope and lead the planning, options assessment and execution of IT and Business projects, as a part of the Project Management Office (PMO) team.

Reporting to the Lead, Technology Projects and working closely with key project stakeholders including the Product Owners and Functional Leads, the position is responsible for managing project scope, schedule, budget and the project delivery resources in order to ensure alignment with business and project objectives and will be responsible for the successful delivery of the expected business outcomes.

Portfolio

The 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, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, 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. Working with Business Analysts assigned to the project, undertake an analysis of business requirements by;

   - researching and evaluating stakeholder and user needs, using structured methodologies,

   - defining project scope, goals and deliverables that support organisational goals and providing strategic advice to Project Sponsors and stakeholders on the suitability and demand for proposed projects,

   - analysing, determining and securing resource requirements and budgetary needs for proposed and assigned projects,

   - implementing and managing procurement processes for expressions of interest, requests for quotations /tender, submissions and recommendations for funding and

   - recommending re-engineered business processes to improve efficiency, reduce manual inputs, enhance workflows, systematise data and process validation, and improve overall business intelligence and reporting.

2. Apply the University's project management framework to IT and Business projects to:

   - develop and implement project initiation documentation including a business case if required, and a project management plan, including communication strategies, quality management plan and risk management plan;

   - determine, allocate and monitor financial, staffing, technical and infrastructure resources required to ensure successful progress against project schedules;

   - manage and monitor project progress and risk to minimise organisational exposure and risk by applying industry standards to identify project dependencies and critical path;

   - develop and implement project reporting mechanisms to ensure project progress and risk are identified at an organisation-wide level and that appropriate risk treatment plans are in place; and

   - influence stakeholder expectations on the delivery of successful projects, including minimising resistance to change which is the result of the delivered technology.

3. Develop and implement project transition plans that enable the organisation to apply best practice standards to the ongoing maintenance and support of the delivered project and achieve expected return on investment.

4. Contribute to the development and enhancement of the University project management framework.

5. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.

6. 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 IT Project Manager will be required to work under the broad direction of the Team Leader – Technology Project Management. The position will be directly accountable for delivering projects on time, within budget and meeting the agreed expectations of stakeholders.

The incumbent will also be required to make recommendations to Project Steering Committees, senior stakeholders and PMO senior managers on the progress of projects, project risks and impacts to the organisation, including the modification or cancellation of projects which are out of scope, too costly or expose the organisation to unmanageable risk..

Position and organisational relationships

The IT Project Manager will report directly to the Lead, Technology Projects. The incumbent will need to work collaboratively with all staff within the PMO and stakeholders across the University and system vendors. Extensive consultation and negotiation with all stakeholders is required to utilise their support in the implementation of projects. S/he will be expected to negotiate project outcomes which are satisfactory to stakeholders and that are deliverable within project scope, budget and time frames.

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 or progress towards postgraduate qualifications and extensive relevant experience; or
   - extensive experience and management expertise; or
   - an equivalent combination of relevant experience and/or education/training.
2. A formal qualification in project management would be advantageous.

Experience, knowledge and attributes

1. Demonstrated experience in appl experience in applying the industry project management standards to IT and business projects, from initial submission to post completion review and evaluation.
2. Extensive expertise and demonstrable methodical approach in the management of projects, including experience in change management, resource management, quality management and risk mitigation and treatment.
3. Demonstrated ability to provide strategic advice and support on design solutions, including procedures and technical issues to a broad audience (e.g. Steering Committee members, business sponsors, middle managers, and system users).
4. Demonstrated ability to manage concurrent complex tasks, shifting priorities and timelines through strong analytical and problem-solving capabilities.
5. Demonstrated outstanding interpersonal and communication skills and the ability to work well with all levels of management and personnel to achieve goals, including the ability to work independently and in a team-oriented, collaborative environment.
6. Self-motivated with strong attention to detail and high level of accountability
7. Demonstrated alignment with the University's commitment to child safety.

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.