

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

Faculty: The Professions
Position Title: Project Manager - DEHub
Position Number: 0000011562
Reports To: Academic Director, Faculty of The Professions
Classification Level: HEO 7
Date Classified: 14 April, 2009

DIMENSIONS OF POSITION

DEHub will provide leadership in developing and implementing models for distance education across the Australian tertiary sector. It will engage in national and global collaborations on evidence-based approaches to new teaching technologies. DEHub aims to build capacity across the sector. It will promote innovative modes of teaching and learning that strengthen the position of regional universities to meet the demands of their distance education students, and that assist rural communities to enhance their economic and social sustainability. UNE will act as a core of distance education knowledge generation and transfer for the benefit of the sector.

The DEHub will involve a range of staff from UNE as well as numbers of research staff and project officers. Overall, this team will be involved in Regional, State, National and International research, around three key themes: DE Learning and Teaching; DE Community and DE Research and Evaluation.

This position will take a leading role in maintaining co-ordination of functions across the team of staff working within DEHub, and between the team and DEHub Director.

POSITION OBJECTIVES

The primary responsibility of the position will be to enhance and maintain networks through the leadership and coordination of key activities for DEHub. This includes the management of the steering committee, reference group and colleagues across the sector nationally and internationally. The incumbent will be expected to oversee activities and projects conducted or managed by the DEHub.

The incumbent will also be responsible for the financial management of the DEHub establishment funds and will manage and monitor financial information and all reporting to the grant body.

The incumbent will operate under broad direction from the Director of DEHub and will be expected to be proactive in their area of responsibility taking into account the impact of practices on broader organisational issues.

POSITION DUTIES:

1. Enhance and maintain networks through the coordination of the steering committee and reference group. Provide leadership and specialist advice in relation to meeting deadlines and agreed milestones, and produce comprehensive reports for Federal, State and Territory Governments. Respond to complex enquiries (in-person, by correspondence, telephone or email) from stakeholders, participants and external parties relevant to DEHub activities.
2. Develop and monitor the DEHub project plan.
3. Manage the administration and financial management of the DEHub budget (3.55 million and other projects currently of the order of \$600k) including:
 - Provide budgetary advice for financial and strategic planning,
 - Provide financial planning and analysis on activities and projects within or managed by staff in DEHub,
 - Prepare and document the DEHub budget in consultation with the Director and Deputy and the Faculty Manager. Provide input into budget deliberations and respond to budget queries from the Financial Services Directorate,
 - Oversee all other financial matters relating to the DEHub,
 - Monitor expenditure and produce management reports in consultation with the Director and Financial Services Directorate,
 - Investigate financial matters relating to DEHub and related projects as directed by the Director,
 - Provide analyses of financial performance, prepare appropriate financial reports, and maintain records to meet Federal Audit and management requirements.
4. Responsible for the management of financial issues relating to DEHub staff, including monitoring and maintaining salary/contracts expenditure and reports:
 - Manage the accuracy and integrity of accounts and budgets for projects within DEHub,
 - Identify discrepancies and areas of potential savings,
 - Consistently communicate budget and staff expenditure issues regularly with Director and, the Faculty Manager, and Financial Services Directorate,
 - Manage and monitor budget income and expenditure of Federal, State/Territory external accounts related to DEHub activities such as, ARC, State/Territory Education Departments, DEWR and other research funding bodies.
5. Manage and monitor the resources of DEHub including:
 - Staffing – manage the recruitment process of DEHub staff, including preparing position statements, ads and other documentation required by Human Resources.
 - Staffing – track all vacant and occupied positions and monitor recreation leave,
 - Staffing – formulate processes to ensure all staff movements and issues in the DEHub are appropriately monitored and recorded,
 - Asset management – formulate procedures to ensure accountability and security of assets.
6. Manage the ethics approval process for UNE and National, State/Territory authorities ensuring they comply with both UNE and State/Territory regulations, liaising extensively with appropriate UNE work areas and Directorates, research teams and chief investigators.
7. Supervise and manage the DEHub general staff, co-ordinate casual general and academic staff, manage staff issues and staff development, including General Staff Performance Review, and liaise with Human Resource Services and Faculty Manager.
8. Produce correspondence, research updates, information and promotional material, conference proceedings, brochures, PowerPoint presentations, etc as required.
9. Oversee the design, development and ongoing maintenance of the Project website, ensuring all data and content is relevant and current/up-to-date with a focus on web standards, usability and accessibility and other marketing collateral in liaison with appropriate persons.

10. Liaise on behalf of the Director with University administrators related to DEHub's role in the University and with other directorates.
11. Coordinate travel arrangements with administrative assistance within DEHub.
12. Select and work with a conference company for events and activities of DEHub.
13. Ensure the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, and quality assurance are applied in relation to the responsibilities of this position.
14. Other duties as required and relevant to the position.

SELECTION CRITERIA

1. Completion of a relevant degree with substantial relevant experience; or extensive relevant experience with specialist expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
2. Broad knowledge of the higher education sector, the information requirements of the academic community and the process of research and scholarly communication.
3. Demonstrated excellent research and information analysis and report writing skills.
4. Demonstrated high-level strategic planning and project management skills for large and organisationally complex projects.
5. Demonstrated ability to undertake work for stakeholders, work within strict timeframes, and meet externally set deadlines.
6. Demonstrated leadership skills and ability to work as a member of a team.
7. Outstanding interpersonal and communication skills including a demonstrated ability to consult, negotiate, and interact with staff, external organizations, and stakeholders.
8. Willingness to engage in and support the academic administration of the DEHub project commensurate with level of employment.
9. Demonstrated experience in effective management of financial resources, including working within an allocated budget.
10. Excellent computer skills and experience in using a variety of systems and software.
11. Demonstrated ability to maintain strict confidentiality.
12. Demonstrated understanding of, and commitment to, OH&S, Risk Management, Records Management, Quality Assurance and EEO principles as they relate to this position.