

*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**

**SCHOOL/DIRECTORATE:** Information Technology Division

**POSITION TITLE:** **Project Manager**

**CLASSIFICATION LEVEL:** HEO Level 7

**DATE CLASSIFIED:** 7 May, 2009

**REPORTS TO:** Manager, Application Services

#### **DIMENSIONS OF POSITION:**

The Information Technology Directorate (ITD) is responsible and accountable to the University for providing leadership in, and the management and support of, all aspects of information and communications technology (ICT) from the desktop to the server systems, associated local and wide area network infrastructure and applications development and support services.

The Directorate, in collaboration with teaching, research, and administration areas of the University, undertakes many medium term, high value projects. It has a responsibility to research global trends and best practice to ensure that the organisation is well placed to deliver appropriate solutions to underpin the University's strategic plans in the areas of teaching, learning and research, and its information systems.

#### **POSITION OBJECTIVES:**

Through effective planning and management, the incumbent will ensure that each project is conducted using best practice procedures and quality controls, encompassing technical, financial, human resource and risk management issues. This includes the definition, establishment and management of working groups and teams with staff drawn from various parts of the University and potentially external organisations depending upon the scope of the project.

The incumbent will utilise the mentoring facilities supplied by the Project Office.

#### **DUTIES:**

1. Develop plans for projects in consultation with the Director IT, Project Office and key stakeholders, undertaking tasks and actions in accordance with the project plan and Project Office guidelines.
2. Review and/or prepare project deliverables and design decisions, and ensure outputs satisfy functional and non-functional specifications of stakeholders.

3. In conjunction with the relevant line manager and project stakeholders, identify, manage and report on project risk; develop and manage controls and programs to minimize project risk.
4. Initiate, develop and implement project quality assurance policies and practices; ensure that the project implementation meets quality benchmarks.
5. Participate in and manage the activities of an IT-focused project team, scheduling and implementing milestones according to the project plan. Throughout the course of any project this includes:
  - a) Defining and managing project resources, ensuring teams have the physical and staff resources required to complete their tasks. Where necessary liaise with ITD, other University organizational units and external organizations regarding necessary staff resources and technical issues.
  - b) Managing project budget, including budget control and administration, under supervision of ITD Budgetary Officers
  - c) Maintaining responsibility for the evaluation of project outcomes and agreed milestones, proactively identifying emerging problems and undertaking appropriate corrective action in a timely manner
  - d) Monitoring and reporting project progress to project steering committee, Director IT, relevant governance committees and ITD Project Office.
  - e) Ensuring that project documentation is prepared and collated to University, audit and industry standards.
  - f) Developing and implementing an education and training program to be used in conjunction with project implementation where appropriate.
  - g) Facilitating technical and user sign-off on key project deliverables, including process and software acceptance testing in accordance with University and Auditor General's Office requirements.
  - h) Where appropriate, conceptualise and develop a plan, schedule and budget for the continued operation of project deliverables after the close of the project.
  - i) Be responsible for ensuring the University's policies, procedures and commitment to equal opportunity, occupational health and safety, risk management, quality assurance and records management are implemented and adhered to as relevant to the position.
  - j) Other duties as required relevant to this position.

#### **QUALIFICATIONS AND SELECTION CRITERIA:**

1. A degree with substantial relevant experience; or extensive relevant experience and technical/management expertise; or an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Demonstrated experience in successful project management roles.
3. Demonstrated excellent communication and interpersonal skills, with the ability to work as part of a team, liaising and negotiating with a range of people at all levels to achieve agreed outcomes and reconcile diverse views. This includes listening to, understanding and adapting to the relevant audience, recognising the needs of others, while respecting individual differences and diversity.
4. High level written communication skills with demonstrable ability to develop and write reports, policies and procedures in conjunction and with consultation to relevant stakeholders.

5. Demonstrated ability in budget development and monitoring within project situations.
6. Knowledge of and experience in a team of diverse professionals in Project Management.
7. Demonstrated problem solving and analytical skills.
8. Demonstrated knowledge and understanding of successful organisational change management principles and procedures.
9. Demonstrated commitment to ongoing advanced personal and professional development, including the application and building of professional expertise.
10. Ability to work independently and manage high workloads and multiple deadlines in an environment with conflicting priorities and periods of high stress.
11. Demonstrated understanding and commitment to EEO, OH&S, risk management, quality assurance and records management principles as they relate to this position.