

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 8

DATE CLASSIFIED: 7 May, 2009

REPORTS TO: Manager, Applications 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 provide technical leadership and responsibility for leading groups of staff working upon IT projects, ensuring 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 external organisations depending upon the scope of the project.

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

DUTIES:

Generally:

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. Identify, manage and report on project risk; develop and manage controls and programs to minimize project risk.
4. Consult with appropriate units or stakeholders according to the project, investigating and developing or coordinate specialist/technical applications (including modification of existing systems; resolution of complex problems and the provision of high level specialist advice).
5. Initiate, develop and implement project quality assurance policies and practices; ensuring that the project implementation meets quality benchmarks.
6. Develop standards, procedures and training programs to assist users in the successful application of specialist or modified systems.

Project leadership:

Participate in and manage the activities of an IT-focused project team, scheduling and implementing milestones according to the project plan. At this level, it is expected that the Project Manager's brief will include the capacity to commit the University to significant budget expenditure subject to formal authorization, and that the project itself will impact upon a broad range of functional areas (or a specialist area that has a broad impact across the University). Throughout the course of any project this includes:

1. Evaluate and allocate 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.
2. Managing project budget, including budget control and administration.
3. Maintaining responsibility for the formulation and evaluation of project work programs and plans, evaluation of project outcomes/achievements and agreed milestones, proactively identifying emerging problems and undertaking appropriate corrective action in a timely manner.
4. Set work standards and priorities, rescheduling tasks in order to meet project outcomes, monitoring and reporting progress to project steering committee, Director IT, relevant governance committees and ITD Project Office.
5. Ensuring that project documentation is prepared and collated to University, audit and industry standards.
6. Developing and implementing an education and training program to be used in conjunction with project implementation where appropriate.
7. 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.
8. Where appropriate, conceptualise and develop a plan, schedule and budget for the continued operation of project deliverables after the close of the project.
9. 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.
10. Other duties as required relevant to this position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. Relevant postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or a range of management expertise or substantial technical expertise; or an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Demonstrated extensive experience in successful project management roles.
3. Demonstrated exemplary interpersonal skills with the ability to successfully manage and/or work within a team of staff within a project environment, and liaise and negotiate with a range of people to achieve agreed outcomes and reconcile diverse views.
4. Demonstrated ability to write quality technical documentation.
5. The ability to think strategically and formulate strategy, along with demonstrated outstanding skills and experience in planning and problem-solving in the context of overall strategic organisational objectives, with the ability to utilise high level judgment and common sense; the ability to effectively harness information and opportunities and align projects, plans, designs and activities to strategic organisational objectives.
6. Demonstrated ability to develop and produce policy and procedure in conjunction with system and business stakeholders.
7. The ability to initiate and lead change and pro-actively operate within a constantly changing environment.
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. Proven 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.