

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

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| SCHOOL/DIRECTORATE: | Information Technology Division |
| POSITION TITLE: | Project Manager |
| CLASSIFICATION LEVEL: | HEO Level 9 |
| 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:

This is a senior position responsible for the management of projects and programs, critical to the achievement of the University's strategic goals and objectives. It requires liaison at all levels of the University including the executive, along with the responsibility for significant budgets.

Through effective planning and management, the incumbent will ensure that projects and programs are conceptualised and 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 needs and scope of work undertaken.

DUTIES:

Generally:

Collaborate with the Director IT, the University Executive, IT Project Office and key stakeholders as appropriate, to

1. Develop plans for projects and programs undertaking tasks and managerial actions in accordance with proposed project proposals and established Project Office guidelines.
2. Review and/or prepare project deliverables and design decisions, and ensure outputs satisfy functional and non-functional specifications.
3. Provide strategic support and/or substantial technical expertise/advice to stakeholders, in relation to proposed or continuing projects flagged for attention within the IT Project Office. Identify, manage and report on project and program risk; develop and manage controls and programs to minimize project risk.
4. Initiate, develop and implement project and program quality assurance policies and practices; ensure that the project and program implementation meets quality benchmarks.

Project leadership:

Manage, participate in and direct the activities of an IT-focused project team, proactively (and with high level liaison/collaboration with key stakeholders), preparing project and implementation plans and milestones, monitoring/rescheduling these and analysing/reflecting upon outcomes. At this level, it is expected that the Project Manager's brief will include the commitment of significant budget expenditure in the management of projects significant to the key functions of the University. The Project Manager would be accountable for the operation and successful implementation of projects at a senior management level. Throughout the course of any project this may include:

1. The development and management of significant project and program budgets, including budget control and administration.
2. The development of a robust project team to undertake project tasks, ensuring that team members have the appropriate resources and are aware of work standards required to complete their tasks. Where appropriate, identify and work with internal and external organizations and units (eg. Ministerial departments, Universities Australia, other universities etc.) to draw upon specialist expertise.
3. Proactive identification of issues and possible impediments to project success during the course of the project roll-out. Analysing and solving/resolving/correcting problematic issues as or before they arise, and reprioritizing tasks to ensure project outcomes are met.
4. Monitoring and reporting of project and program progress to project steering committee, Director IT, relevant governance committees and ITD Project Office.
5. Ensuring that project and program documentation is prepared and collated to University, audit and industry standards.
6. Facilitate technical and user sign-off on key project and program deliverables, including process and software acceptance testing in accordance with University and Auditor General's Office requirements.
7. Take responsibility for developing and implementing an education and training program to be used in conjunction with project and program implementation where appropriate, and following up on the success of implementation recommendations at an agreed point after the program's completion.

8. Conceptualise and develop a budget plan and schedule 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 and significant extensive relevant experience; or a range of senior management expertise or substantial technical expertise; or an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Demonstrated outstanding communication and interpersonal skills, with the ability to lead and/or work as part of a team and liaise and negotiate with a range of people 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.
3. Demonstrated extensive experience in successful significant project and/or program management roles.
4. 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.
5. Demonstrated ability to develop and produce policy and procedure in conjunction with system and business stakeholders.
6. Demonstrated ability to successfully manage a team of diverse senior professionals.
7. The ability to initiate and lead change and pro-actively operate within a constantly changing environment.
8. The ability to demonstrate outstanding initiative and apply high level, innovative solutions to problems, as well as sound decision-making ability.
9. Demonstrated problem solving and analytical skills of a very high order.
10. Demonstrated knowledge, understanding, and track record of implementing successful organisational change management principles and procedures.
11. Demonstrated commitment to ongoing advanced personal and professional development, including the application and building of professional expertise.
12. Proven ability to work independently and manage high workloads and multiple deadlines in an environment with conflicting priorities and periods of high stress.
13. Demonstrated understanding and commitment to EEO, OH&S, risk management, quality assurance and records management principles as they relate to this position.