



## POSITION DESCRIPTION – General Staff

### For levels 6/7 and above

Position Title: Senior IT Project Manager

Level: 8/9

Faculty/Division: Information Technology Services

Department/Location: Bld 39

#### Primary purpose of the position:

The position of Senior IT Project Manager is responsible for overseeing one or more of the IT Portfolios at the University of Wollongong. This involves the development of annual Capital Project proposals in conjunction with Executive Sponsors, Business Owners and proposing Stakeholders. The role is also responsible for the oversight of all projects conducted in the portfolio/s on behalf of the Program Management Office. This includes adherence to ITS Project Methodology Framework, delivery of appropriate reports and managing the ongoing relationships between ITS and Faculties/Units as well as other key stakeholders within the University.

#### Position Environment:

Information Technology Services (ITS) is the University's central IT provider for core infrastructure and services and is responsible for the development and management of information and communications technology resources in response to research, teaching and business requirements.

The Program Management Office (PMO) provides project initiation, solution design and project delivery services across a number of IT Portfolios within the University.

#### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Develop and maintain relationships with business stakeholders to identify, conceptualise and initiate IT projects.	Early and ongoing engagement between ITS and business stakeholders for Capital IT project activities.	10%	
2.	Assist business stakeholders with their annual Capital IT Project submissions.	Alignment of Capital IT project activities to the University Strategic Plan and ITPAC approved Governance model.	15%	
3.	Develop 'Statement of Work' documentation for ITPAC approved IT projects.	Capital IT projects are adequately planned and funded in accordance with the IT Project Management Framework.	15%	
4.	Manage PMO allocated projects to ensure project health (quality, time, cost, resources) remains within agreed tolerances.	Projects are delivered according to schedule, budget and quality targets as defined and agreed with business stakeholders.	30%	

5.	Assist with the recruitment of Fixed Term project staff, and resource allocation of all staff, to deliver IT projects.	Capital IT projects are adequately resourced to deliver the agreed outcomes.	5%	
6.	Mentor and advise Fixed Term Project Managers in regard to University Policy and procedures as well as the ITS Project Management Framework.	Capital IT projects are executed, documented and reported in a consistent, approved manner in accordance with the IT Project Management Framework.	15%	
7.	Contribute to developing and maturing the ITS Project Management Framework	Improve quality and consistency through IT project phases such as definition, initiation, planning and implementation.	10%	
8.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
9.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/document">http://staff.uow.edu.au/ohs/commitment/responsibilities/document</a>	To ensure a safe working environment for self & others.	Ongoing	

### Reporting Relationships:

Position Reports to:	Senior Manager, Program Management Office
The position supervises the following positions:	Project staff for directly managed projects.
Other Key Contacts:	Close working relationships with ITS Managers and staff, Faculty / Unit Liaison Staff, Faculty Executive Managers and other UOW key IT stakeholders

### Key Relationships:

#### Contact/Organisation:

Director, ITS  
PMO Administrative Assistant  
ITS Senior Managers and Team Managers  
UOW Key Stakeholders

#### Purpose & Frequency of contact:

Regularly on IT planning  
Day to day activities  
Regularly on IT planning & activities  
Regularly for Information sharing & collaboration

### Key Challenges:

1. Managing relationships with differing stakeholder expectations, and dealing with resistance from some stakeholders (IT and business) to deliver IT projects according to the approved Project Management Framework.
2. Adapting to the culture, priorities and practices within and across the University.
3. Adhering to relevant processes outlined in the IT Project Management Framework within an environment where Stakeholders may not understand and / or support this approach.
4. Accuracy of resource planning and managing task completion, using indirect resources who are committed to operational and project-related demands.

## SELECTION CRITERIA - Knowledge & Skills:

### Essential:

- Experience with Project Management methodologies (e.g. PMBoK, Prince2)
- Broad experience with the end-to-end IT lifecycle,
- Broad understanding of, and exposure to, technologies covering infrastructure and development domains,
- Excellent leadership and interpersonal skills, including influencing and negotiation skills,
- Excellent written and oral communication skills,
- Excellent time management skills.

### Desired:

- Experience with Higher Education and/or University culture from an IT project perspective.

## SELECTION CRITERIA - Education & Experience:

### Essential:

- Relevant Project Management qualifications and extensive experience managing projects in the IT field,
- Formal qualifications in Information Technology from a recognised training provider.

### Desired:

- Demonstrated experience with Executive Level liaison within the Higher Education Sector.

## Personal Attributes:

- Leadership – ability to lead and motivate people and encourage teamwork,
- Business understanding, a clear vision of what determines a successful project outcome,
- Communication and Influence, ability to communicate effectively with the team, Senior Management, Stakeholders and end users to achieve a positive perception of the project,
- Positive attitude, able to deal with objections and negotiate a successful outcome,
- Team player, able to follow when required and lead when required.

## Special Job Requirements:

- Able to work outside business hours where required (rare).