UNIVERSITY OF WOLLONGONG

POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title:	Senior IT Project Manager	Level:	8/9
Division:	Information Management &Technology Services	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 IM&TS Project Methodology Framework, delivery of appropriate reports and managing the ongoing relationships between IM&TS and Faculties/UnIM&TS as well as other key stakeholders within the University.

Position Environment:

Information Technology Services (IM&TS) 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 IM&TS 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 IM&TS 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 IM&TS 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 http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:
- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

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 IM&TS Managers and staff, Faculty / Unit Liaison Staff, Faculty Executive Managers and other UOW key IT stakeholders

Key Relationships:

Contact/Organisation: **Purpose & Frequency of contact:**

Director, IM&TS   Regularly on IT planning

PMO Administrative Assistant   Day to day activities

IM&TS Senior Managers and Team Managers   Regularly on IT planning & activities

UOW Key Stakeholders   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,
- Strong understanding of, and exposure to, technologies covering infrastructure and development domains, particularly Enterprise Application Integration Data Hubs / Gateways.
- Strong understanding of ITIL and IT Service Management concepts, solutions.
- 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 a minimum of five years 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.
- Demonstrated experience delivering Infrastructure projects related to Enterprise Application Integration data hubs or gateways.
- ITIL and IT Service Management experience.

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).

Organisational Chart:

Organisational chart coming soon.

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____