

**AGILE PROJECT MANAGER  
POSITION DESCRIPTION**

<b>Position Title:</b>	Agile Project Manager	<b>Position Number:</b>	<b>Faculty/Division:</b> Services & Resources
<b>Classification:</b>	HE09	<b>No. Direct Reports &amp; Highest Classified Position:</b> N/A	<b>School/Branch:</b> Technology Services
<b>FTE:</b> 1	<b>Reports to:</b> Associate Director, Project Management Office	<b>Fixed</b> <input checked="" type="checkbox"/> <b>Continuing</b> <input type="checkbox"/>	<b>Discipline/Unit:</b> Project Management Office
<b>Position Summary:</b>	<p>The Technology Services branch is a part of the University's Division of Services and Resources, which provides enabling services and resource capabilities to support the University's teaching and research objectives and activities. Technology Services provides services and support to the University of Adelaide community of over 25,000 students and 3500 staff members. Technology Services has four major teams including Application Services, Client Services, Infrastructure Services, and a Project Management Office.</p> <p>The Project Management Office (PMO) team within Technology Services Branch is responsible for the delivery of technology related projects on behalf of the University, in collaboration with other Technology Service Teams and Business teams.</p> <p>This position is multi-faceted, delivering projects of significant size, complexity, and budgets across a variety of technology domains. The Agile Project Manager has an end-to-end responsibility for the project lifecycle, utilizing Agile methodologies, principles and techniques, adherence to the Universities governance requirements, managing a broad spectrum of key stakeholders, and supporting the project team. As a member of the PMO team this role contributes to the development of the IT Agile project, programme and portfolio management methodologies and provides leadership and mentoring to others within the branch in their effective use.</p> <p>The Project Manager has a pivotal role in ensuring a high level of customer service, and quality outcomes by applying best practice quality assurance methods throughout the project lifecycle.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	<p>The Portfolio for which the PMO is responsible has a value in the range \$10-25m and extends across a range of technologies and domains.</p> <p>Working under broad direction, Agile Project Manager are responsible for the delivery of one or more projects, which are of varying size, complexity and risk, within the various constraints of the projects. This may involve performing the role of scrum master, or similar, within the Scrum methodology.</p> <p>The Agile Project Manager is primarily responsible for the delivery against project objectives within the individual constraints of the project. The Agile Project Manager is responsible for acquisition and coordination of all resources required to deliver the final outcomes.</p>	
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>▪ Project Executive</li> <li>▪ Technology Services Managers</li> <li>▪ Enterprise Architects</li> <li>▪ Key University stakeholders and business partners</li> <li>▪ University Staff and Student representatives</li> </ul>	

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		<ul style="list-style-type: none"> <li>▪ External vendors, customers, peers and the public as required</li> </ul>
	<p><b>Special conditions</b></p>	<ul style="list-style-type: none"> <li>▪ As required, attend meetings and work outside of standard hours as required.</li> <li>▪ Primary place of employment is North Terrace campus but may be required to work at all University campuses and facilities (including hospitals) where University staff and students reside</li> <li>▪ Reasonable workplace adjustments will be made for people with a disability.</li> </ul>
	<p><b>Delegations</b></p>	<p>Nil</p>
<p><b>Key Responsibilities and Outcomes</b></p>	<p>1 Project Management and Delivery of designated projects.</p>	<ul style="list-style-type: none"> <li>▪ Lead the delivery and management of designated projects on behalf of Technology Services, relevant stakeholders and programme boards having established clear, agreed goals and success criteria, supportive of an Agile delivery methodology.</li> <li>▪ Take responsibility for managing end to end all aspects of assigned projects using Agile methodologies where appropriate, ensuring the required deliverables and artefacts are produced from scoping, analysis and business case development through to configuration, prototyping, training, change management, hand-over to operations and skills transfer.</li> <li>▪ Utilise an ability to assess, select and tailor delivery methods according to a projects needs and circumstances, take ownership of all aspects of project planning including, sprint and release planning, resource allocation, budget management, procurement, risk management and issue management.</li> <li>▪ Liaise with Technology Services Managers for resource allocation &amp; project support requests</li> <li>▪ Performing the role of scrum master if required on allocated projects, or working collaboratively with other scrum masters within the team(s), to optimise team performance.</li> <li>▪ In conjunction with key stakeholders, business representatives and other appropriate change management leads, support establishment of effective business change management of all designated projects.</li> <li>▪ In conjunction with key stakeholders, ensure quality objectives are clear and adequate test coverage is provided.</li> <li>▪ Produce project reports for management, project governance groups and other stakeholders as required, including burn-down charts, resource forecasts and utilisation. Ensure any inter-dependencies are agreed, managed and delivered between the projects, external vendors and the business units including clearing technical obstacles, resolving resource contention and any other project impediments.</li> <li>▪ Ensure project governance and compliance processes are adhered to, escalating to the Project Executive and/or Programme Board as necessary.</li> </ul>

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	2	Effective Project Assurance.	<ul style="list-style-type: none"> <li>▪ Undertake project health checks and project assurance on designated projects</li> <li>▪ Apply quality assurance through the use of industry best practices and compliance with the University's Project Management framework, ensuring tools and templates are applied and used effectively on all projects.</li> </ul>
	3	Leadership.	<ul style="list-style-type: none"> <li>▪ Provide effective leadership for team members and project stakeholders.</li> <li>▪ Provide a supportive team building focus with team members to ensure that the team performs optimally and delivers a successful project efficiently and effectively.</li> <li>▪ Demonstrate a servant leadership style in prioritising organisational and project goals above personal ambition.</li> <li>▪ Provide mentoring and guidance to team members as required.</li> <li>▪ Assist the Associate Director, PMO to provide mentoring and guidance to less experienced Project Managers as required.</li> </ul>
	4	Relationship Management.	<ul style="list-style-type: none"> <li>▪ Develop strong professional working relationships with University stakeholders, contributing positively to the team environment and University perceptions of PMO through credibility, professionalism and integrity</li> <li>▪ Establish strong and effective networks to support the goals of the PMO and Technology Services, identifying area for improvement.</li> <li>▪ Ensure stakeholders are informed of progress and issues and provide advice to stakeholders on problems.</li> <li>▪ Communicate customer needs, circumstance and standards to ensure that all team members and project managers achieve a deep understanding of their customers.</li> </ul>
	5	Contribute to and support of the PMO function.	<ul style="list-style-type: none"> <li>▪ Contribute to strategic and operational planning of the Infrastructure Branch.</li> <li>▪ Collaborate with the Enterprise Architects and PMO staff.</li> <li>▪ Contribute to the development, maintenance and enhancement of the IT project management related methodologies, processes and tools, with a particular focus Agile methodologies.</li> <li>▪ Work collaboratively with the Associate Director, Project Management Office to support the strategic direction of the department.</li> </ul>

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<b>Criteria</b>	<b>Capabilities and Behaviours</b>	Strategic Thinking	<ul style="list-style-type: none"> <li>▪ Anticipates situations in the longer term (3-5 years) and acts to create strategic opportunities and address underlying problems.</li> <li>▪ Establishes and maintains business relationships with key stakeholders (government, business and educational partners) to further the interest of the University.</li> <li>▪ Makes sound strategic decisions on the investment of time and money to maximize return on investment for the University.</li> <li>▪ Understands underlying problems, opportunities or political affecting the University.</li> </ul>
		Achievement Drive	<ul style="list-style-type: none"> <li>▪ Sets challenging and realistic goals and clear measures of success for themselves and their teams.</li> <li>▪ Identifies and handles impediments to achieving outcomes.</li> <li>▪ Demonstrates personal energy, and enthusiasm for programs and projects.</li> <li>▪ Delivers excellent outcomes within deadlines.</li> </ul>
		Business Acumen	<ul style="list-style-type: none"> <li>▪ Understands and utilises accepted financial planning models.</li> <li>▪ Builds contingencies to reduce financial risk to the University.</li> <li>▪ Predicts changes that may impact upon long term financial issues through analysis of trends.</li> </ul>
		Communication	<ul style="list-style-type: none"> <li>▪ Tailors communication style and delivery method to the level of the audience.</li> <li>▪ Negotiates agreement on complex issues.</li> <li>▪ Creates comprehensive reports or other documents to communicate ideas or concepts related to complex or sensitive issues.</li> <li>▪ Presents information persuasively, with skill and power, seeking to influence an audience of critical importance to the University, profession or discipline (e.g. conference presentation).</li> </ul>
		Relationship Building	<ul style="list-style-type: none"> <li>▪ Develops and utilises networks at a strategic level.</li> <li>▪ Understands when and how to use personal power and relational power underpinned by integrity to influence outcomes.</li> <li>▪ Fosters a culture of openness and flexibility.</li> <li>▪ Seeks to understand the motivations and positions of key stakeholders to identify and build on common points of interest.</li> </ul>

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		<p>Managing People</p>	<ul style="list-style-type: none"> <li>▪ Challenges performance gaps across multiple levels and provides constructive feedback and coaching.</li> <li>▪ Fosters and supports a culture that supports the growth and development of the individuals and the organisation.</li> </ul>
		<p>Leadership</p>	<ul style="list-style-type: none"> <li>▪ Is continually aware of own emotions and manages them effectively to create an effective working environment.</li> <li>▪ Works effectively to reduce silos and encourage collaboration across groups.</li> <li>▪ Lives and promotes the values and goals of the organisation.</li> </ul>
	<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Experience in application of Project Management principles, techniques and common Project Management methodologies e.g. PRINCE2, PMBOK</li> <li>▪ Experience in utilising Agile delivery methodologies required e.g. Scrum, Kanban, DSDM</li> <li>▪ Knowledge of the SDLC and application development environments.</li> <li>▪ Extensive demonstrated experience in managing and delivering IT projects in challenging environments.</li> <li>▪ Experience in vendor contract establishment and management.</li> <li>▪ Experience leading and managing teams, mentoring and coaching.</li> <li>▪ Excellent interpersonal communications, including negotiation and conflict resolution skills.</li> <li>▪ Ability to think strategically and/or laterally.</li> <li>▪ Knowledge &amp; experience of the Scaled Agile Framework (SAFe) desirable.</li> </ul>	
	<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ Tertiary qualifications in a computer science or related discipline preferred.</li> <li>▪ ITIL Foundation or Practitioner certification is desirable.</li> <li>▪ Scrum Master Certification preferred</li> <li>▪ Certification in Agile Project Management preferred.</li> <li>▪ Scaled Agile Framework (SAFe)</li> </ul>	

