



Position Description – Senior Project Manager

Position Details

Position Title:	Senior Project Manager
College/Portfolio:	Operations
School/Group:	Information Technology Services (ITS)
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	Hew 9
Employment Type:	14-15 Months Fixed Term
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below. <https://www.rmit.edu.au/about> <https://www.universitiesaustralia.edu.au/university/rmit-university/> <https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university. <https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing,

working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

The Operations Portfolio enables an integrated, enterprise wide delivery for best practice student and staff experiences.

The Portfolio incorporates the following business units: Enterprise Projects and Business Performance (EPBP), Communications, People, Information and Technology Services (ITS), Office of the Chief Operating Officer, Procurement and Vietnam Operations.

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

The Information Technology Services (ITS) function, provides RMIT University with current and emerging Technology systems and services. Our vision of "unleashing technologies to enable great experiences for RMIT communities" supports a proactive and leading-edge technology ecosystem, mindset and delivery empowering the advancement of the University's commitment to advancing Lifelong Learners.

Position Summary

The Senior Project Manager will be responsible for successful management of assigned initiatives from the RMIT Investment slate. This role sits within a broader Project Management practice and will have the opportunity to deliver multiple projects and contribute to the practice at large.

The Senior Project Manager will be responsible for all project delivery practices including scheduling, status reporting, stakeholder management, financial management and Risk & Issue management. This role will liaise with multiple delivery teams across ITS, as well as vendors to ensure successful delivery of strategic outcomes.

Reporting Line

Reports to: Senior Portfolio Manager, Operations Portfolio

Direct reports: As required for Project

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-andfacilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Plan, schedule, monitor, and report on activities related to the project(s) to ensure that the project successfully delivers required business outcomes.
- Establish strong relationships with vendors to ensure appropriate resources are allocated and RMIT outcomes are delivered.
- Develop a thorough understanding of the vendor contracts to ensure commitments to RMIT are being met.
- Identify, assess, and manage the risks to the success of the project, including dependencies across different teams.
- Take full responsibility for the definition, documentation, and satisfactory completion of one or more large complex project(s) through managing business and wider RMIT University impacts, and resources including vendors and any other external stakeholders through negotiation and influencing necessary stakeholders.
- Act as the escalation point of contact, recommending solutions and resolving more complicated project issues.
- Initiate, develop and maintain strong and effective internal and external networks that are relevant to meeting the completion of projects.
- Identify, assess, and manage the risks to the success of the project including dependencies across projects, political, business impact, market impact, and technical complexity.
- Ensure that realistic project, quality, and change control plans are prepared and maintained while providing regular and accurate updates to stakeholders as appropriate.
- Lead the project change management process and ensure deliverables are completed within planned cost, timeframe, and resource budgets are signed off.
- Provides effective leadership to the project team and takes appropriate action where team performance deviates from agreed tolerances.
- Advocate PMO methods and tools to deliver a standardised quality service of project management, with alignment of ITS Ways of Working.
- Cultivate a culture and mindset of results orientation, agile work practices and sound program management and Organisational Change Management practices to enable the Program to be delivered effectively, meeting RMIT strategic goals.

Key Selection Criteria

1. Strong vendor / partner management capability including SaaS (software as a service)/ Cloud Vendors. [Mandatory]
2. Experience in managing application delivery project in an integrated landscape, liaising across multiple delivery teams
3. Excellent communication, facilitation and influencing skills, and the ability to adapt these to a diverse range of stakeholders and contexts with excellent attention to detail in written artefacts.
4. Strong risk management, both project risk and enterprise risk for assessing potential impacts to project performance and to the University.
5. Systematic approach to issue management that puts the stakeholder and University impacts front of mind.
6. Experience leveraging Waterfall/Agile methodologies effectively to managing large, complex projects with multi-function teams and external vendors.

Qualifications

Relevant tertiary qualifications and extensive experience required. Current project management accreditation required.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
------------------	--	------------------	--