

APPLICANT INFORMATION PACKAGE

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Thank you for your interest in applying for the Junior Project Manager position with the Universities Admissions Centre (UAC). This package is designed to provide you with information about UAC's recruitment process and general conditions of employment.

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SNAPSHOT OF EMPLOYEE BENEFITS

Work-life balance

- Short 7-hour day (35-hour week), with an hour for lunch, Monday to Friday.
- Employees who work more than the standard 35-hour week are entitled to overtime pay.
- Flexible work arrangements, including remote work.



Generous leave entitlements

50 days
sick leave with
conditions



Family & community
services leave



Study support
leave



Concessional
days



Rostered Day Off (RDO) system: accumulate 1 day off every 4 weeks

Above-standard employer superannuation contributions

UAC permanent employees
Casual employees

17%
10%

UAC fixed-term
(17% after 12 months' service)

10%

Competitive remuneration

We reward our staff for their hard work with competitive remuneration and salary packaging benefits.



Total annual salary (inc. super and annual leave loading)

Junior Project Manager (12 month fixed-term appointment)

\$98,745 - \$106,503 pro rata

Health and wellbeing

Our employees enjoy a range of health and wellbeing initiatives to support their physical and mental health:



- annual health checks and flu vaccinations
- yoga and mindfulness classes
- free counselling service
- membership of an exclusive benefits program with unique offerings across a range of venues, recreational facilities, and eateries at Sydney Olympic Park.

READY TO APPLY?

Email us your:

1. Cover letter and resume
2. Written response addressing the selection criteria listed in the Position Description
3. Copies of relevant qualifications (if available).

POSITION DESCRIPTION

POSITION TITLE:	Junior Project Manager
HEW LEVEL:	Grade 6
DEPARTMENT/UNIT:	Information Technology - Project Management Office (PMO)
SUPERVISOR/ MANAGER:	Manager, PMO
WRITTEN BY:	Deepali Laha
DATE WRITTEN:	November 2021
INCUMBENT:	New position - Vacant
APPROVALS:	Dudley Collinson Chief Information Technology

1. BACKGROUND INFORMATION

UAC - the Universities Admissions Centre – was established in 1995 and is the largest tertiary admissions centre in Australia. Owned by universities in NSW and the ACT, UAC's mission is to provide excellence in admissions services.

Central to that mission is UAC's belief in the value of education and a commitment to providing opportunities in higher education for all members of the community. UAC is not-for-profit and driven by a strong culture of servicing the needs of all its stakeholders.

The Information Technology Department consists of five units, Systems, Software, Digital Products, Project Management Office and Service Management Office.

- The Systems Unit provides infrastructure, systems and support services including training to UAC staff and participating universities.
- The Software Unit develops and maintains the code for the core UAC system.
- The Digital Products Unit develops and maintains front end web and mobile applications and dashboards.
- The Service Management Office provides ITIL compliant service management functions for the delivery of services to UAC customers.
- The Project Management Office develops project specifications, manages delivery of UAC projects and customer change requests, and resource planning across IT.

For further information about UAC's structure and functions, see UAC's People & Culture Unit.

2. JOB PURPOSE

The role of the Junior Project Manager is to provide general support to the Project Management team in the implementation of projects and change requests as allocated by the Manager, PMO. The Junior Project Manager is responsible for the administration and coordination of all project activities, including maintaining and updating project plans, scheduling meetings, preparing and distributing relevant documentation, and reporting to the Project Managers (in larger projects) on any issues identified.

The Junior Project Manager will assist in the planning of approved projects by conducting relevant research and analysis, and act as first point of contact for the project team, referring requests/queries to the appropriate Project Manager or Manager, PMO in accordance with UAC's Project Management Framework.

3. REPORTING AND OTHER RELATIONSHIPS

The Junior Project Manager reports to the Manager, PMO who in turn reports to the Chief Information Officer. The position is also required to work under the direction of multiple Project Managers. The position has no direct reports.

The Junior Project Manager is required to develop effective working relationships with both internal and external stakeholders, particularly with other staff within the IT department, project team members and Operations staff.

Within UAC, the Junior Project Manager operates within a flexible and collaborative team-based environment with team members sourced from units across the organisation depending on the needs of a particular project.

Externally, the Junior Project Manager liaises with staff from stakeholder institutions and other organisations including government departments and other tertiary admissions centers, if required.

4. DIMENSIONS

Total Program Budget up to 2m.

There are approximately 30 institutions that access UAC systems.

There are approximately 200 local users at UAC and 900 remote users at the participating institutions.

There are approximately 200,000 applications through UAC systems per year.

5. MAJOR TASKS

The major tasks and responsibilities of the position are to:

1. Manage the delivery of customer change requests / small projects from scoping through to implementation by coordinating relevant IT staff required to work on the activities. This includes communicating and updating all relevant stakeholders and ensuring all requests are delivered in a timely manner.
2. Support the Project Management team in all project-related administrative activities including scheduling meetings, preparing agendas and other supportive documentation, creating and updating action plans, and other ad hoc tasks, as required.
3. Act as first point of contact responding to general project-related queries and/or refer to the relevant Project Manager or Manager, PMO, including ensuring all queries and requests are lodged via UAC's JSM.
4. Prepare and maintain a range of project-related documents for both internal and external use, including status update reporting, budget expenditure reporting and client presentations.
5. Coordinate and maintain the project resource allocation, consulting individual staff and their managers and highlight any resource conflicts to the Manager, PMO.
6. Undertake research and analysis to support the development of project planning and implementation and contribute to the successful delivery of projects.
7. Assist with the development of management reports by collating information from various stakeholders and updating relevant registers and records, including monitoring, and reporting on risks identified by the Project Managers.

6. PRINCIPAL ACCOUNTABILITIES

The Junior Project Manager is accountable for:

1. The successful delivery of customer change requests and allocated projects in accordance with best practice and agreed specifications, timeframes, budget and quality. This is within the limits of the position's level of responsibility.

2. Ensuring support provided to the Project Management team is to the highest standard, timely, efficient and that all tasks are completed in accordance with UAC's Project Management Framework and processes.
3. Effective and regular communication with Project Managers, working cooperatively and constructively with all project team members.
4. Develop a good understanding of UAC's projects, priorities and business processes to ensure allocated tasks are completed appropriately and meet both the business and client needs.
5. Maintaining positive working relationships with staff at all levels and with external stakeholders, always representing UAC in a professional manner.
6. Maintaining confidentiality on all UAC and stakeholder information as appropriate.

7. CHALLENGES AND CONSTRAINTS

The Junior Project Manager must be able complete a range of tasks in a fast-paced, busy environment working across multiple projects. In an environment where projects have both internal and external deadlines, the Junior Project Manager must have excellent organisational and time management skills in order to meet agreed timelines and contribute to the successful delivery of projects.

The position requires coordination of multiple project activities in parallel across multiple products. The Junior Project Manager must develop a strong understanding of UAC's projects and products and use sound judgement when dealing with competing priorities.

The Junior Project Manager must use initiative and act independently, but also ensure there is appropriate consultation with the relevant Project Managers and ensure risks and issues identified are escalated in a timely manner.

In dealing with project team members, the Junior Project Manager must be able to gain and hold the commitment of the team and must be able to create an environment that fosters co-operation and keeps the focus on the overall goal and success of the project.

8. EDUCATION AND EXPERIENCE

1. Degree with subsequent relevant experience OR an equivalent combination of relevant experience and/or education/training.

9. SELECTION CRITERIA

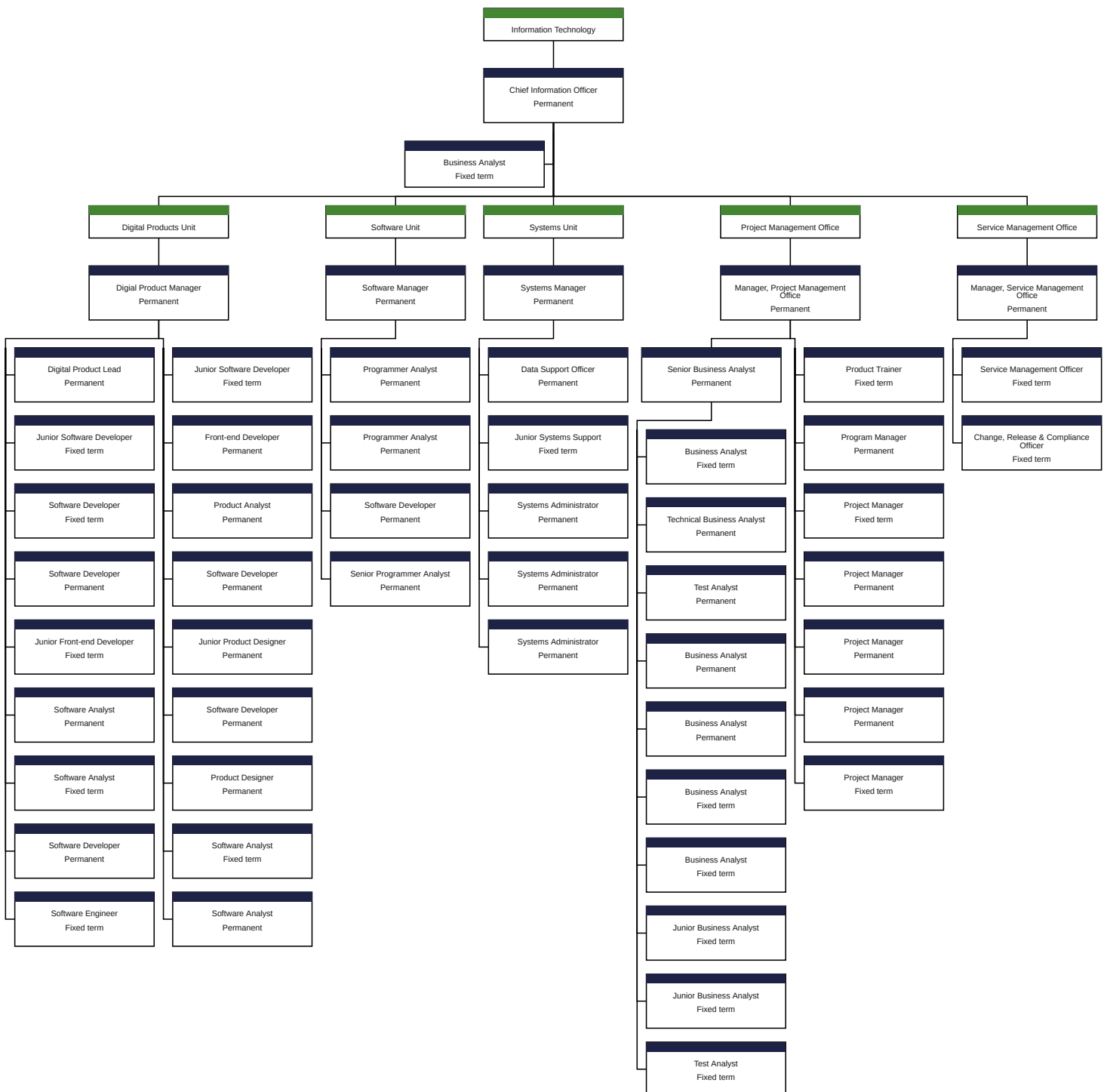
ESSENTIAL

1. Degree with subsequent relevant experience OR an equivalent combination of relevant experience and/or education/training.
2. Strong project coordination skills, with experience supporting a large team.
3. Demonstrated understanding of the Project Management lifecycle, including best practices in order to deliver successful projects.
4. Excellent interpersonal and negotiation skills, with proven ability to interact effectively with others and to build productive working relationships with colleagues and a diverse range of stakeholders in a collaborative and consultative manner.
5. Demonstrated high level organisational and time management skills, with the ability to work with minimum supervision to deadlines and to manage multiple activities and respond to changing priorities.
6. Excellent written and verbal communication/presentation skills, with advance skills in using the Microsoft Office suite and various software systems such as JIRA and Confluence.
7. Excellent attention to detail, with the ability to maintain a high level of accuracy.
8. Understanding of and commitment to the principles of anti-discrimination, anti-bullying and equal employment opportunity legislation, and the principles of work health and safety legislation and the application of these principles in the workplace.

DESIRABLE

1. Knowledge of tertiary education sector.
2. Experience using JIRA or similar service management software.
3. Prince 2 Practitioner and/or CAPM qualification.
4. Agile training and/or experience.

EMPLOYEE:_____ **DATE:**_____



Contract type

Permanent 34

Fixed Term 20

PRIVACY STATEMENT

1. In applying for this position, you have provided UAC with personal information so that your application can be assessed.
2. It is possible that we may disclose information provided in your application to a third party such as a referee, or members of a selection committee.
3. If you provide us with the personal information of others (for example a referee's details), we encourage you to inform them that you are disclosing that information to us, and that UAC does not usually disclose their information to a third party.
4. In due course after the completion of this selection process, the personal information that you have provided will be destroyed, unless you make an application for your personal information to be returned to you.
5. If you seek feedback because your application is unsuccessful, in some circumstances information may be denied. For example if access would have an unreasonable impact on the privacy of others.
