APPLICANT INFORMATION PACKAGE

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Thank you for your interest in applying for the 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

Above-standard employer superannuation contributions

UAC permanent employees	**17%**	UAC fixed-term	**17%**
Casual employees	**10%**		

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

Project Manager (12 month fixed-term appointment)

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. copies of relevant qualifications (if available).

POSITION DESCRIPTION

POSITION TITLE:	Project Manager
HEW LEVEL:	Grade 8
DEPARTMENT/UNIT:	Information Technology - Project Management Office (PMO)
SUPERVISOR/ MANAGER:	Manager, PMO
WRITTEN BY:	Deepali Laha
DATE WRITTEN:	July 2020/updated February 2022
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, BA/QA Office, IT Operations, Product Engineering, Project Management Office and Service Management Office.

- The BA/QA Office translates technical specification, develops business processes documentation, and performs quality assurance.

- The IT Operations Unit provides infrastructure, systems and support services to internal and external stakeholders, data management and IT security.

- The Product Engineering Office provides services across the entire product life cycle and comprises of product management, architecture and software engineering units.

- The Project Management Office develops project specifications, scopes and manages delivery of UAC projects.

- The Service Management Office provides ITIL compliant service management functions for the delivery of services to UAC customers.

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

2. JOB PURPOSE

The role of the Project Manager is to manage the implementation of projects as allocated by the Manager, PMO. The Project Manager is responsible for the co-ordination of multi-disciplinary project teams and works in partnership with business and technical stakeholders to deliver projects of varying size and complexity.

The Project Manager has a key role in the delivery of projects, including the development of business cases and the planning, implementation and management of approved projects. The position has responsibility for the delivery of projects to approved scope, budget, time, and quality specifications and must manage risk and ensure the efficient use of resources.

The position will also assist in the development for UAC of standard methodologies and processes to ensure consistent project delivery and working practices across all business units.

3. REPORTING AND OTHER RELATIONSHIPS

The Project Manager reports to the Manager, PMO who in turn reports to the Chief Information Officer. Over time however, the position may also be required to work under the direction of a General Manager who have ultimate responsibility for particular projects.

The Project Manager is required to develop effective working relationships and partnerships with both internal and external stakeholders particularly project team members.

Within UAC, the 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 Project Manager liaises with staff from stakeholder institutions and other organisations including government departments and other tertiary admissions centre if required.

4. DIMENSIONS

Total Program Budget up to 2m.

There are approximately 30 institutions that access UAC systems.

There are approximately 160 users at UAC and 800 remote users at the participating institutions.

There are approximately 150,000 applications through UAC systems per year.

5. MAJOR TASKS

The major tasks and responsibilities of the position are to:

1. Assist in the development of business cases and other project initiation documentation for submission to senior management for consideration and decision-making. Includes project briefs, and project scope documentation that enables senior management to make informed decisions.
2. Develop plans for approved projects. Includes activity and work plans, start-up and closure schedules, budgeting and resource requirements, communication strategies, key milestones, effective risk control strategies, and reporting procedures.
3. Co-ordinate the establishment of the project teams and ensure projects are structured for effective decision-making. Includes ensuring that governance roles and responsibilities are clearly understood by project team members.
4. Manage project lifecycles to ensure the efficient completion of projects to agreed timeframes, budget, and quality specified in the project plans. This includes:
   a) Monitoring progress of tasks to agreed schedules and milestones and providing accurate and regular progress reports that facilitate effective decision making on risks and other issues.
   b) Identifying project risks, developing effective risk control strategies and making recommendations on corrective actions to ensure project goals are achieved.
   c) Ensuring project variations are managed in a timely manner through the appropriate decision-making and change request processes.
   d) Ensuring effective project financial management by maintaining accurate financial records, providing regular reports on expenditure against budget and highlighting variations and appropriate contingencies where appropriate.
   e) Ensuring proper consultation with stakeholders by planning and managing consultation sessions and documenting session outcomes.
   f) Reviewing project performance, conducting health checks and identifying opportunities for continuous improvement.

5. Procuring and managing vendor and consultant services to deliver defined project deliverables. Assist the Manager, PMO with the development of standard processes, templates and tools to ensure consistent working practices and standardisation across all aspects of the project lifecycle including Project Management, Business Analysis, Application Development/Integration, Testing, Transition and Change Management.

6. PRINCIPAL ACCOUNTABILITIES

The Project Manager is accountable for:

1. The professional nature, timeliness and quality of documentation provided, including business cases, project briefs, project plans, reports and other project documentation.
2. Ensuring all members of project teams have been advised of their roles and responsibilities through appropriate face-to-face and written communications and that each project has an effective project governance and decision-making structure in place.
3. The successful delivery of projects in accordance with best practice and in accordance with agreed specification, timeframe, budget and quality. This is within the limits of the position's level of responsibility.
4. Effective management and leadership of project teams and the ability to build professional and successful working relationships with UAC staff and the staff of participating institutions.
5. The ability to lead the development and implementation of best practice frameworks and standards across UAC.
6. Maintaining confidentiality on all UAC and stakeholder information as appropriate.

7. CHALLENGES AND CONSTRAINTS

In an environment where projects often cross both internal and external organisational structures, the Project Manager may have to compete and negotiate for staff and other resources over which the position has no direct control or authority.

The challenge is to successfully achieve this and to ensure that each individual project is appropriately resourced and supported at all levels by both internal and external stakeholders.

It is also crucial that the Project Manager is able to communicate effectively on complex issues with both technical and non-technical staff, including senior management and stakeholders.

In dealing with project team members the 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 aim and success of the project.

8. EDUCATION AND EXPERIENCE

1. Graduate level qualifications and extensive experience OR an equivalent combination of relevant experience and/or education/training.
2. Demonstrated success in delivering or significantly contributing to the delivery of complex IT solutions/projects that service multi-stakeholder environments. Exposure to infrastructure, application development, business and process related projects.
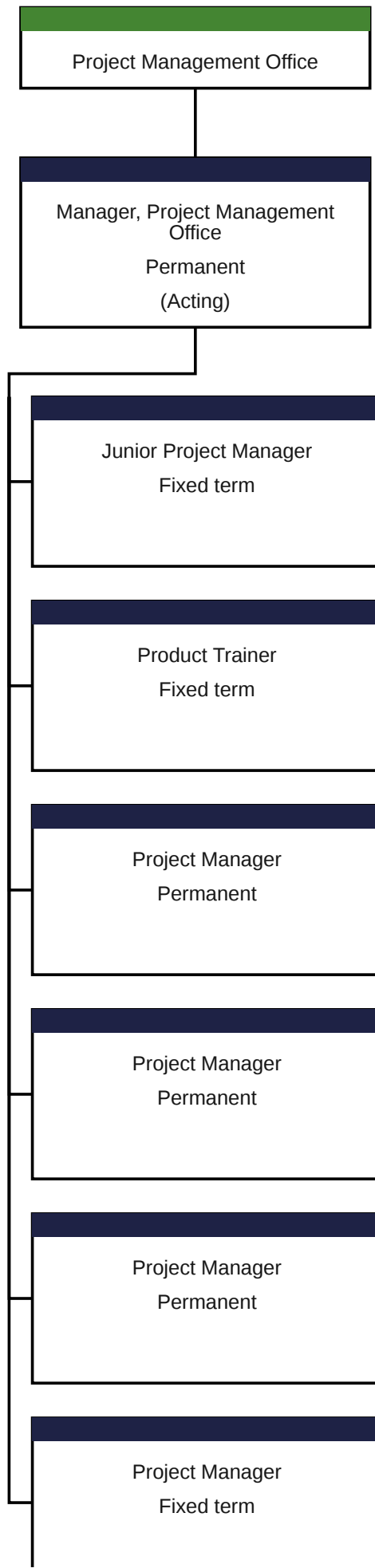
9. SELECTION CRITERIA

ESSENTIAL
1. Satisfy education and experience requirements as defined in section 8 above.
2. Demonstrated success in delivering or significantly contributing to the delivery of complex IT solutions/projects that service multi-stakeholder environments. Exposure to infrastructure, application development, business and process related projects.
3. Extensive experience in managing all phases of the project lifecycle including definition, planning, design, development and implementation. Ability to conduct project health checks and develop rescue/recovery plans and effectively manage resources in order to achieve business objectives.
4. Knowledge of business analysis, software development lifecycle, testing transition and change management practices.

5. Demonstrated understanding of Project Management best practices. Ability to develop and apply standard processes, templates and tools to ensure consistent working practices and standardisation across all aspects of the project lifecycle.
6. 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.
7. 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.
8. Excellent written and verbal communication/presentation skills, with demonstrated high-level skills in writing business cases, documentation and reports.

DESIRABLE

1. Knowledge of tertiary and/or secondary education sector.
2. Previous experience in the development and management of multiple projects, including the ability to initiate, plan, deliver and report across a program of work.
3. Prince 2 Practitioner and/or PMP qualification.

EMPLOYEE:_____ **DATE:**_____

IT Project Management Office Organisation Chart 2021/2022

Project Management Office

Manager, Project Management Office

Permanent

(Acting)

Junior Project Manager

Fixed term

Product Trainer

Fixed term

Project Manager

Permanent

Project Manager

Permanent

Project Manager

Permanent

Project Manager

Fixed term

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.

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