POSITION TITLE	**Senior Project Manager**
JOB PROFILE ID	**PMD_HEO10_01_SJP**
JOB CATEGORY	**Professional**
JOB FAMILY	**Program / Project Management and Delivery**
COMPENSATION GRADE	**HEO10**
MANAGEMENT LEVEL	**19 Individual Contributor**

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION
The Senior Manager, Program / Project Management manages the implementation of large and/or strategic projects and initiatives, ensuring effective planning, resource utilisation, and stakeholder collaboration. They establish project plans, develop and implement strategies, and optimise project governance and reporting. They also develop and manage project financials to meet objectives within budget constraints.

DECISION MAKING AND DELEGATIONS OF AUTHORITY
The Senior Manager, Program / Project Management works under broad direction with a high overall degree of autonomy. They may translate and implement work area strategy and related business plans into operational activity, including managing resources processes and work activity. They also make complex operational decisions and recommendations that impact the broader organisation.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	0128992 Program Director, Delivery and Enablement - Ms Iqra Shaikh
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

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RESPONSIBILITY DESCRIPTION

1. Establish and manage project plans for large and/or strategic projects and initiatives, including project structure, governance, and key performance indicators.

2. Develop and communicate the project charter, ensuring clarity and common understanding of project objectives and deliverable.

3. Design and implement project management methodology for consistent and efficient project management across multiple work streams and/or projects.

4. Oversee resource utilisation and deployment for project implementation, including finances, personnel, and technology.

5. Develop workforce plans and assign staff with the necessary skills and experience to support project implementation.

6. Provide project management leadership, guidance, and accurate definition of project phases, milestones, and objectives.

7. Develop and implement project plans, ensuring accurate definition of phases, objectives, activities, timelines, and milestones.

8. Assess and manage project governance, reporting, risk mitigation, and data integrity throughout implementation.

9. Collaborate with stakeholders, facilitate cross-functional teamwork, develop and maintain relationships with internal project partners.

10. Manage project financials, develop budgets, monitor expenditures, and explore external funding opportunities.

11. Lead, develop, and coordinate project staff through performance management, recruitment, and training processes.

12. Undertake other duties and projects appropriate within the classification level as required.

EDUCATION

Education
Other - An equivalent combination of relevant training and experience
Postgraduate qualifications - In a relevant field

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certifications

SKILLS

Skills
Ability to Communicate Effectively
Analytical and Problem Solving.
Computer Literacy.
Microsoft Office suite.
Negotiation and Influencing.
Planning and Organisation.
Strategic Thinking and Decision Making.
Teamwork and Collaboration.

WORK EXPERIENCE

Work Experience
Demonstrated people management experience, including managing staff performance and development.
Experience in the management of significant human and material resources.
Experience managing multiple projects or large complex projects.
Significant experience managing and controlling budgets.
Significant experience managing diverse groups of internal and external stakeholders.

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	ADV
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	ADV
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	ADV

Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Actively manages opportunities, risks and issues	Actively manages opportunities, potential risks and uncertainties to achieving the strategic objectives of the University.	ADV

Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Delivers service excellence	Understands customer needs and wants, both now and in the future, to agree, meet and manage service expectations and deliver an excellent service experience for University staff, students and the community.	ADV
Drives strategic alignment	Scopes, develops and manages projects/programs that underpin education, research, engagement and student experience outcomes (directly or indirectly) to ensure successful delivery for students, staff and the community.	ADV
Enables compliance and integrity	Cultivates an environment in which students and staff act with integrity and comply with relevant laws, regulations and policies applicable to the University.	ADV
Facilitates organisational readiness	Facilitates, encourages and sustains the acceptance and adoption of new strategies, technologies, and processes, supporting University staff to adapt and respond to change.	ADV
Financial accountability	Applies prudent financial management practices when undertaking tasks and makes decisions with a consideration of the short and longer term financial implications on organisational effectiveness, and the impacts on University staff, students and community.	ADV
Seeks insights to inform decisions	Gathers, consolidates and evaluates a range of information to uncover key insights and inform business decisions across the University.	ADV

Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	ADV
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	ADV
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	ADV
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	ADV
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	ADV
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	ADV
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	ADV
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	ADV
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	ADV
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	ADV