



POSITION DESCRIPTION

Position:	Project Manager
Department:	Information Technology Services (ITS)
Reporting to:	Manager – ITS Projects (ITS PMO)
Role Duration:	Fixed Term Contract of 3 years, with potential for extension.
Salary Range:	Band level 4 FTE \$103,000 plus 10% superannuation and leave loading 17.5%
Contact:	Mirella Faccioni, Manager ITS Projects Phone: (03) 9348 7231
Date:	October 2020

POSITION SUMMARY

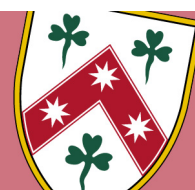
Trinity College is currently embarking on a journey that will position the College as a leading education institution within the Asia-Pacific region. Underpinning this is the ability to effectively execute an all-encompassing 5-year Strategic Plan across each of the divisions; ITS PMO are a key enabler for ITS and its Information and Communication (ICT) Strategic Plan, which is a subset of this.

The position of Project Manager will support the ITS PMO in their current maturity aspirations. Paramount to the success of this position is being able to effectively interpret expected business outcomes so that these can be incorporated as agreed Critical Success Factors and Measures of Success, therefore establishing project dimensions and critical activities. Working within the confines of an adaptable Stage-Gate model, this position is responsible for creating key project documentation and running project workshops such as Kick off and Project Status meetings. An effective communicator, they operate as a conduit between the Project Sponsor and other key stakeholders within the project team (both internal and external to Trinity College). Sound understanding of risks and issues is also expected as well as general Change, Comms and Training considerations.

SELECTION CRITERIA

Essential:

1. Experience as a Project Manager or comparable experience working as a business or PMO analyst.
2. A tertiary qualification relevant to the role.
3. A strong understanding of Stage-Gate principles and/or project lifecycle fundamentals.
4. Demonstrated experience in effectively managing a range of projects and contributing to portfolio health.
5. Ability to effectively lead project planning sessions, in particular kick off sessions and project status meetings with key stakeholders (both internal and external).
6. Intermediate to Advanced MS Project or similar PPM tool skills with the ability and willingness to learn new systems.





7. High interpersonal communication skills (written and oral) at all levels within a culturally diverse education community or similar environment.
8. Strong organizational and time management skills with demonstrated ability to prioritise competing tasks, meeting deadlines and working under pressure.
9. High problem-solving aptitude.
10. The ability to interpret, challenge and recommend business and technical requirements including ensuring technical feasibility.
11. The ability to positively contribute and work within a team environment in addition to working independently and a capacity for self-motivation.
12. An interest in and desire to contribute to the educational vision, values, planning and strategies of the College and portfolio health in general.
13. An understanding of Equal Opportunity, and commitment to equity and cultural diversity.

Desirable:

1. An understanding of Clarizen is highly regarded.
2. Financial and/or Benefit and Business Management experience.
3. Previous experience having worked within the Educational/IT sector.

KEY RESPONSIBILITIES

1. Participate in project scoping, sizing and estimating activities for projects.
2. Leading project planning sessions with internal and external stakeholders including supporting and/or facilitating workshops and analysis discussions as it relates to CSFs and MoS.
3. Coordinate resources and manage project progress – adapt work as required.
4. Liaise with all key stakeholders (both internal and external) to support appropriate workshop and analysis discussions – build and maintain strong and productive relationships.
5. Prepare charters and other key supporting Stage Gate artefacts including oversee all inputs and outputs pertaining to project deliverables.
6. Participate in Procurement practices including but not limited to formulation of design, submissions and review.
7. Design, track and update risk and issue registers including active participation of risk treatment and issue response plans.
8. Optimize and improve processes and overall approach where necessary – have a sound understanding of business acumen and Architecture/Infrastructure considerations.
9. Manage large and diverse teams – resource level and plan as appropriate.
10. Financial oversight to ensure that projects remain within approved budget – sound understanding of contingency and financial planning.
11. Effectively integrate project schedules to keep key stakeholders up to date with project performance milestones.
12. Provide team members with feedback, encouragement and advice.
13. Assist in change, training and communication management tasks relating to transition and Business Continuity (including creating training materials, formulating Operational Readiness and impact assessments).
14. Other related tasks as required.





Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

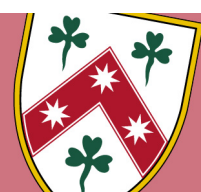
All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2,500 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Program for domestic and overseas secondary school students, various short courses and conferences.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.





TRINITY COLLEGE

THE UNIVERSITY OF MELBOURNE

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity, Society

