

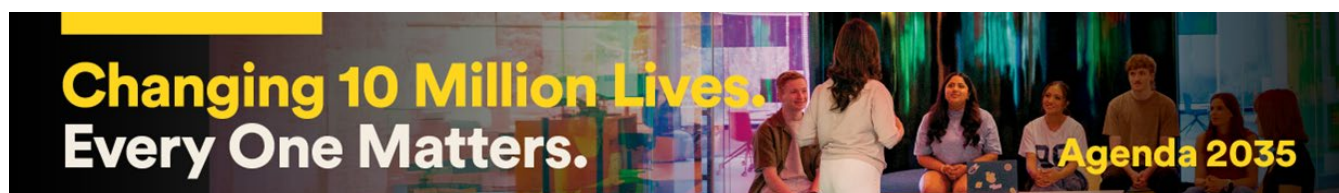
Position Description – *Senior Project Manager IDS*

Updated 15/04/2026

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Information and Digital Services (IDS)
Supervisor	Associate Director, IDS Infrastructure and Portfolios Engagement & Success
Classification	Higher Education Officer Level 10
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>Under generally unguided direction, the role is responsible for leading, managing and successfully delivering information technology related projects, using fit for purpose approaches and methodologies (e.g. waterfall, agile or hybrid) that deliver business value and outcomes in an effective and sustainable manner.</p> <p>The role is responsible for motivating project teams and working collaboratively with key stakeholders to achieve the desired business outcomes.</p> <p>The role provides senior level leadership and coaching to project teams and other project managers to ensure information technology solutions are delivered and implemented in an effective and sustainable manner.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence • demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.</i></p>



KEY POSITION RESPONSIBILITIES

The Senior Project Manager IDS is accountable for:

Core Project Responsibilities

1. Leading on the planning, executing and reporting on multiple and concurrent projects, delivering complex information technology solutions with enterprise wide impacts.
2. Defining, delivering and meeting project objectives, in terms of approved costs, benefits, schedule, scope, quality and risks.
3. Leading and managing project teams of varying size, comprising IDS staff, business representatives and staff from third party suppliers.

Project Planning, Analysis & Performance

4. Planning, forecasting, managing and reporting project costs, benefits, schedule, scope, quality and risks to the expectation of project stakeholders and customers.
5. Defining roles and activities, and evaluating performance for input into annual performance reviews, for project team members.

Project Collaboration & Stakeholder Management

6. Collaborating with multiple and varied stakeholders across all levels of the University to deliver projects and desired business outcomes in a transparent, effective and measurable way.
7. Negotiating with internal stakeholders and external service providers for provision of services from specialist resources, including integration, testing and other specialists, to support the delivery of projects.

Risk, Governance & Ways of Working

8. Managing day-to-day vendor interactions and relationships using sound commercial judgement in accordance with University procurement policies.
9. Establishing and maintaining agile based ways of working (where appropriate) to manage, refine, and prioritise the activity backlog based on relevant customer and IDS priorities.
10. Ensuring efficient and effective governance of project decisions, risks and issues in line with IDS frameworks and methodologies.
11. Identifying, managing and mitigating risks related to the activities being undertaken by the role in line with IDS and Flinders University policies and procedures.
12. Ensuring compliance with all relevant IDS and Flinders University policies and procedures.

Other Responsibilities

13. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University

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KEY POSITION CAPABILITIES

- Postgraduate qualification and extensive relevant experience in Information Technology or relevant technical area, and / or equivalent relevant experience in an IT environment.
- Advanced strategic thinking, planning and analytical skills and actively contributes to achieve outcomes and meet the University's strategic goals.
- High level skills in leading a team to its full potential, including advanced interpersonal and relationship management skills and the ability to manage staff performance, including unsatisfactory performance.
- Extensive experience in building and managing customer relationships in a strategic and long-term context.
- Extensive experience in agile ways of working including exposure to scaled agile methodologies and/or collaborating and delivering through a matrix structure.
- High level self-improvement and growth mindset/approach to the role and fosters it amongst the wider team.
- High Level written and oral communication skills including interpersonal influence and demonstrated ability to negotiate and communicate effectively with staff and customers across a diverse organisation particularly during the design, management and implementation of customer solutions.
- Advanced, relevant and current industry training and certifications in project management and enterprise agile methodologies.
- Extensive experience in agile project management for the delivery of large, complex, enterprise-level projects comprising multiple agile teams and/or requiring integration with other activities outside the scope of the agile teams.
- Extensive experience in establishing and applying project processes and procedures that support the system development life cycle including adaptation of processes and procedures to suit specific circumstances.
- Higher education experience advantageous.

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