

Position Description – Senior Project Manager IDS

Updated 25 August 2025

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Information and Digital Services (IDS)
Supervisor	Chief Information Security Officer and Deputy Director IDS Infrastructure
Classification	Higher Education Officer Level 10
Employment Type	Fixed-term, full-time
POSITION SUMMARY	
Under broad direction, the role is responsible for leading, managing and successfully delivering the Cyber Security Roadmap - Technology Consolidation & Cyber Security Roadmap - Threat to Assurance Project 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. The role is responsible for motivating associated project teams and working collaboratively with key stakeholders to achieve the desired business outcomes. The role provides senior level leadership and coaching to the associated project teams and other project managers to ensure information technology solutions are delivered and implemented in an effective and sustainable manner.	
UNIVERSITY EXPECTATIONS AND VALUES	
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: - demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; - contribute to the efficient and effective functioning of the team or work unit in order 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. <i>A current Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. A criminal record will not automatically disqualify a candidate from consideration. Each case will be assessed on its individual merits and relevance to the inherent requirements of the role.</i>	

KEY POSITION RESPONSIBILITIES

The Senior Project Manager IDS is accountable for:

Core Project Responsibilities

1. Leading on the planning, executing and reporting on the project and 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 associated 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

KEY POSITION CAPABILITIES

- Appropriate tertiary qualification 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.
- Advanced 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.