

**Local title of job:** Program Manager – MAMS Project  
**Position number:** 19754

### **Statement of Duties**

#### **List of Tasks or Duties:**

*List the most important or time-consuming tasks or duties first. The list is assumed to include the general requirement 'Any other duties, consistent with the employee's classification / qualifications, as directed by the supervisor' and this need not be written in.*

- Development and maintenance of Governance model for MAMS, including roles and responsibilities of Board of Management, CI, Researchers and the Project Managers;
- Development and maintenance of policies and procedures for partnering models covering issues of intellectual property, conflict of interest, alliances etc;
- Provide project leadership as the main liaison point for all dimensions of the project, including management of internal staff and activities, and liaison with all external partners (both research and commercial) – including being able to provide external leadership on behalf of the Chief Investigator;
- Write reports and give presentations for technical, research and commercial contexts within both Australia and internationally;
- Conduct formal and informal requirements gathering processes, including organization of meetings including internal and external individuals, as well as formal documentation of user requirements;
- Liaison with research and vendor organizations for the development of relationships with MAMS and models of engagement with MAMS;
- Liaison with vendors regarding technical infrastructure, software platforms and professional services as they relate to the ongoing business of MAMS;
- Business Development of MAMS in conjunction with the CI as relates to the goals of the project;
- Development and maintenance of an ongoing innovative, entrepreneurial and outward-facing culture within MAMS project;
- Office management and staff supervision in conjunction with the CI;
- Competently work on multiple, competing project requirements at the same time;
- Manage a formalised Project Management methodology for the project using the Prince 2 approach across all internal and external elements, based on regular, documented formalised reporting;
- Co-ordinate with the Project Manager for the management of a formalised Software Development Life Cycle;
- Other duties consistent with the tasks of a Programme Manager running a multi-million dollar research project within a University Research centre;

### **Summary of Selection Criteria**

**Essential Selection Criteria:**

- Proved expertise in the management of significant human and material resources (for example experience in running multi-year, multi-million dollar IT projects);
- Postgraduate qualifications or extensive relevant experience;
- Demonstrated ability to manage complex and diverse requirements from competing stakeholders;
- Demonstrated experience in formal project management methodologies (the project will use Prince2);
- Knowledge and understanding of accounting practices;
- Experience in negotiations with both research and commercial organisations;
- Excellent level of written and oral communication and interpersonal skills;
- Experience in university or research organisation environment;
- Broad understanding of the roles of the various university governing bodies.

**Desirable Selection Criteria:**

- Tertiary qualifications in IT, business or commerce;
- Relevant postgraduate qualifications;
- Knowledge and experience in the authentication, identity and/or IT Security field;
- Experience in management of a formalised Software Development Life Cycle;
- Understanding the role of the Research Centre and its obligations to the University;
- Membership of Project Management industry body (e.g. PMI);
- Experience in XML specifications/standards in the fields of authentication, identity and/or IT Security field.