

Local title of job: Project Manager – MAMS Project
Position number: 19755

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.

- Work in accordance with the Governance model for MAMS, including with the Board of Management, CI, Researchers and the Project Managers;
- Implementation of policies and procedures for models covering issues of intellectual property, conflict of interest, alliances etc in working with the research coordinators/programmers;
- Liaison with research and vendor organizations for the development of relationships with MAMS;
- Liaison with vendors regarding technical infrastructure, software platforms and professional services as they relate to the ongoing business of MAMS;
- 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;
- Development and maintenance of an ongoing innovative, entrepreneurial and outward-facing culture within MAMS project;
- Competently work on multiple, competing project requirements at the same time;
- Manage a formalised Software Development Life Cycle methodology for the project across all internal and external software development and implementation efforts, based on regular, documented formalised reporting, and including activities at all stages of the cycle, including requirements gathering and testing;
- Co-ordinate with the Programme Manager for the implementation of the formalised Project Management methodology (using Prince 2) and associated reporting, etc;
- Office management and staff supervision in conjunction with the Programme Manager;
- Other duties consistent with the tasks of a co-ordinating a team of 6 researchers and programmers working on a large project within a University Research centre;

Summary of Selection Criteria

Essential Selection Criteria:

- Proved expertise in the management of significant human and material resources;
- Postgraduate qualifications or extensive relevant experience;

- Demonstrated ability to manage complex and diverse requirements;
- Demonstrated experience in formal project management methodologies (the project will use Prince2);
- Knowledge and understanding of accounting practices;
- Excellent level of written and oral communication and interpersonal skills;
- Experience in management of a formalised Software Development Life Cycle;
- Experience in XML specifications/standards in the fields of authentication, identity and/or IT Security field;
- Broad understanding of the roles of the various university governing bodies.

Desirable Selection Criteria:

- Tertiary qualifications in IT, business or commerce;
- Knowledge and experience in the authentication, identity and/or IT Security field;
- Understanding of the role of the Centre and its obligations to the University.