

POSITION DESCRIPTION:



SECTION A: Position Context

Position Title	Project Manager
Position Grade	M – Manager
Category	Managerial
Campus / Unit	Sarawak Campus – Information Technology (IT)
Term of Appointment	Fixed-term Appointment
Effective Date	March 2026

Position Purpose

The appointee will be responsible for carrying out duties involving Project Management functions of Information Technology designated by the Director, Information Technology – mainly to oversee Swinburne System Information System (SSIS) and IT-specific project management and develop and implement IT governance frameworks.

Project Governance & Frameworks

- Implement and adhere to established project governance frameworks, methodologies, and stage-gate processes.
- Ensure compliance with organizational policies, audit requirements, and documentation standards.
- Contribute to continuous improvement of project management practices, templates, and tools.

Project Planning & Initiation

- Lead project initiation activities: business case development, project charter, scope definition, stakeholder mapping.
- Develop detailed project plans, schedules, resource plans, budgets, and risk registers.

Project Execution & Delivery

- Manage the end-to-end project lifecycle from initiation to closeout.
- Coordinate cross-functional teams, vendors, and stakeholders to ensure timely delivery of tasks and milestones.
- Monitor project progress, track deviations, and implement corrective actions when required.
- Manage scope, schedule, cost, quality, and risks using structured project management methodologies.
- Facilitate meetings, workshops, sprint reviews, and project updates.

Risk & Issue Management

- Identify, assess, and track project risks, issues, dependencies, and constraints.
- Develop mitigation and contingency plans and escalate critical risks when needed.
- Ensure RAID logs are updated and reviewed regularly.

Communication & Stakeholder Management

- Maintain clear communication channels with project board, Project teams, SME, Academic and Non-Academic, other stakeholders.
- Prepare and present weekly/bi-weekly/monthly project status reports, dashboards, and performance metrics.
- Facilitate alignment across teams and ensure decisions are documented and tracked.

Financial & Resource Management

- Develop and manage project budgets, cost forecasts, and financial tracking.
- Coordinate resource allocation and workload balancing across assigned projects.
- Track CapEx/OpEx expenditures and ensure financial governance compliance related to SSIS/IT projects.

Project Closeout & Reporting

- Lead project closeout, including handover to operations, post-implementation review (PIR), and lessons learned.
- Ensure documentation, artefacts, and deliverables are archived according to governance requirements.

- Track benefits realization where applicable.

Participation on Committees

The appointee will be required to participate on relevant committees as and when required for the efficient performance of duties and as directed by the Director, Information Technology; and/or Pro Vice-Chancellor and Chief Executive Officer (Sarawak) – PVC&CEO (Sarawak); or by an authorised personnel.

Supervision Reporting Relationships

This positions' supervisor/manager	Director, IT, or any other person as assigned by an authorised personnel
Other positions reporting to this position	ITSM Governance Coordinator where assigned

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

KEY RESPONSIBILITY AREAS		
1.	LEADERSHIP	<ul style="list-style-type: none"> • Provide strong supervise, encourage and support the work of subordinates within Project management functions, including setting professional standard for the staff. • Ensure the staff within the project management functions are properly trained and provide guidance for them to carry out their duties effectively and efficiently. • Plan and set performance goals for the staff within the project management Office and monitor performance of the staff within the project management Office. • Provide leadership in the support of developing staff skill sets and certification competencies in project management areas, aligning with the University direction. • Develop project management plans, aligning to divisional and university targets and plans.
2.	PROJECT AND GOVERNANCE	<ul style="list-style-type: none"> • Lead and manage SSIS/IT-specific projects, ensuring timely delivery and alignment with business objectives. • Develop and implement IT Governance Framework & Compliance. • Oversee Project delivery from Initiation to closure, ensuring quality and compliance. • Maintain risk registers, RAID logs and weekly/bi-weekly/monthly updates. • Prepare weekly/bi-weekly/monthly status reports. • Facilitate communication across units, SME and leadership. • Identify opportunities to improve governance process, tools, and PM maturity.
3.	POLICY AND PLANNING	Assist and support the Director, Information Technology, to implement and to ensure compliance with all the policies relating to Information Technology.
4.	RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • Ensure that accurate information is available for use by the Executive Group, Project Board, Project Team and other stakeholders. • Be proactive in finding solutions for any problems relating to IT Projects matters and improve on work processes. • Ensure resources, both financial and human capital, are planned, managed, and prioritise effectively, and strategically.
5.	VENDOR RELATIONSHIP MANAGEMENT	<ul style="list-style-type: none"> • Specify items required and obtain quotations as necessary. • Maintain good relationships with vendors.
6.	REPORTS	Prepare reports and provide accurate information as and when required by the Management.
7.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	Support the management in the implementation and improvement of OHSMS, and ensure the Unit operations are in compliance with the relevant OHS legislations and rules.
8.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times. • Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.
9.	OTHER DUTIES	Any other duties as and when required by the Director, Information Technology; and/or PVC&CEO (Sarawak); or by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	A Bachelor's degree in computer science, IT, or other related discipline from a recognised institution with at least 5 years of relevant work experience including two (2) years of experience in a leadership role or management experience. Higher level qualification can be considered.	Essential
2.	Possess at least TWO relevant IT certification(s) in active status with minimum one at professional level and with active status in either project management, governance and frameworks, networking, servers, clouds, security, or others. (e.g. PMP, Prince2, Scrum Master)	Highly Desirable

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	A degree in Information Technology, Computer Science, or other related discipline. Relevant industry certifications such as ITIL, PMP, etc are preferred.	Essential
2.	At least 5 years of experience in either of these areas: IT project management, IT governance and at least two (2) years of experience in a leadership role.	Essential
3.	Ability to lead complex IT projects, manage cross-functional teams, and drive business-oriented technology solutions. Proficiency in project management tools (e.g., Jira, Trello, MS Project) is beneficial.	Essential
4.	Strong verbal and written communication skills, with the ability to present IT policies, procedures, guidelines and updates to diverse audiences. Experience in preparing IT governance reports is advantageous.	Essential
5.	Ability to analyse complex IT challenges, propose innovative solutions, and drive continuous improvement in IT services.	Essential
6.	Strong organisational and documentation skills, ensuring accuracy and consistency in IT policies, reports, and service management records.	Essential
7.	Ability to work in a team environment, mentor junior IT staff, and foster a culture of innovation and compliance within the IT department.	Essential
8.	Strong knowledge of IT governance principles, regulatory requirements, risk management, and cybersecurity best practices. Experience with frameworks such as PMO Governance/framework	Highly Desirable
9.	Familiarity with IT infrastructure, cloud computing, cybersecurity, networking, and Mobile/web technologies. Hands-on experience with PMO tools is an advantage.	Highly Desirable

Applications:

The application must also include a separate document addressing each applicable element of the Key Selection Criteria (as listed in Section C above).