

POSITION DESCRIPTION

Position Title	Project Manager, Wage Compliance		
Organisational Unit	People and Capability Directorate		
Functional Unit	Employment Relations		
Nominated Supervisor	National Manager, Employment Relations		
Classification	HEW 9		
CDF Level	CDF2L	Position Number	10612405
Attendance Type	Full Time	Date reviewed	27-SEP-2024

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

ABOUT THE PEOPLE AND CAPABILITY DIRECTORATE

The People and Capability Directorate delivers employment related services to all staff and supports the strategic objectives of the University. People and Capability delivers the staff (user) employment experience throughout a staff members appointment at the University. This means designing, implementing and management of a comprehensive range of workplace, people, and workforce programs and initiatives. People and Capability is business focused and partners with the organisation to achieve strategic and change outcomes. Effective support and advice to staff is provided through a range of organisational and Human Resources business systems and processes, effective management of employment arrangements, records, timely management of remuneration matters.

ABOUT EMPLOYMENT RELATIONS & SAFETY

Employment Relations is responsible for the development of the necessary employment relations frameworks within which People & Capability provides advice, designs processes and delivers services. These frameworks implement the comprehensive range of employment Legislation, Regulations, Industrial Instruments, Standards and Codes of Practice.

The Employment Relations team focuses on employment relations strategy, frameworks, processes, case management, wage compliance and achieving positive outcomes for the University and its staff. The predominant clients of the Employment Relations unit are senior officers of the University, managers and P&C staff.

The unit consists of specialist staff who provide expert advice and manage people matters as they escalate within the university.

POSITION PURPOSE

The Project Manager, Wage Compliance is responsible for all project management related deliverables including communication, change management and risk and issue management of the Wage Compliance project, in accordance with ACU's project management model and in relation to employee wage and entitlement compliance. Project deliverables include those relating to:

- discovery and assessment processes
- data provision and analysis
- quality assurance and assurance activities
- remediation and resolution

- oversight of process, control and system implementation of sustainable compliance and mitigation solutions

The position utilises best practice project management methodologies to oversee project progress, budget and risk, and deliver project and organisational objectives.

The incumbent will develop and manage relationships within the project team, the broader P&C team, ACU stakeholders and external vendors (as appropriate), whilst ensuring delivery is aligned to project strategy and goals.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
<p>The Project Manager is responsible for providing overall planning and communication for projects. This includes:</p> <ul style="list-style-type: none"> - Effectively communicating project expectations to stakeholders in a timely manner. - Planning, scheduling, monitoring and reporting on project timelines and milestones using best practice project management tools. - Appropriately defining and documenting project benefits; - Identifying and managing project dependencies, risks, issues and critical paths; and - Communicating with and obtaining endorsement from key stakeholders and governance groups throughout the project lifecycle to ensure the project objectives are achieved. 	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Develop, manage and action comprehensive project plans and associated documentation including communication plans, risk management plans, change plans, implementation plans, post implementation review plans, in consultation with key stakeholders.</p>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>

Responsibility	Scope
Identify, manage and mitigate risks associated with the project. Escalate issues in accordance with project governance protocols.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Manage and coordinate project team members to deliver high standards of expertise.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
In consultation with relevant project team members and subject matter experts, document the functional and technical requirements for sustainable compliance solutions and mitigation and facilitate the design and implementation of solutions within the allocated work stream/s.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Contribute to outcome-based analysis, design and development of Business Process Automation and solutions, in the context of current and future ACU technology, achieve appropriate mitigation actions.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
In consultation with consultants, the project team and relevant stakeholders, lead the discovery and assessment of wage compliance issues.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Collaborate with workforce systems and business process automation with internal and external stakeholders, including consultants and manage stakeholder expectations through ongoing and tailored communications.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Participate and play an active role in presentations, workshops, meetings and information sessions to inform and demonstrate progress of the agreed workstream/s solutions. Record actions and follow up outstanding items. Lead and manage project functional workstreams in the effective delivery of agreed project outcomes on time and within budget to achieve the university's immediate and sustainable compliance objectives utilising ACU's project management framework.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Contribute to the successful operationalisation of identified short-term mitigations into long term strategic business as usual initiatives. Build, lead and manage a high-performing and service-orientated team to support project initiatives.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

HOW THE ROLE OPERATES

The position will have the freedom to implement changes to policies; processes and procedures based on their expertise.
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position needs to build relationships with staff across the organisation to perform their duties.
The position manages the overall operations; budget and/or strategic direction for a functional unit.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Completion of a degree in a relevant discipline such as Human Resources and extensive relevant experience; or an equivalent combination of relevant experience and/or education training. - A formal certification in project management methodology is desirable. • Experience - Demonstrated project management experience including coordinating deliverables across multiple, interdependent project workstreams. • Experience - Demonstrated experience and technical ability in the use of a range of computer programs and systems including Microsoft Office. • Experience - Demonstrated ability to deliver high quality outcomes by working independently, taking personal accountability, planning and prioritising to meet deadlines, and using initiative and exercising sound professional judgement while maintaining confidentiality. • Experience - Demonstrated experience in leading and managing a high-performing and service-orientated team. • Experience - Demonstrated experience or understanding of the complexities associated with project delivery with external regulatory stakeholders. • Skill - Ability to problem solve and think critically, while demonstrating conceptual understanding in the analysis and development of policies, procedures, systems and processes. • Qualification - Highly developed written and verbal communication skills to prepare reports, complex documentation, facilitate workshops, group presentations and briefings to governance groups. • Skill - Demonstrated ability to exercise appropriate judgement and initiative and to be adaptable to changing circumstances.
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Core Competencies:	<ul style="list-style-type: none"> • Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	This role does not require a Working with Children Check.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

