POSITION TITLE	IT Project Manager
POSITION TERM	Ongoing
FUNCTION / DEPARTMENT	ICT
ANZSOG CAPABILITY	Capability Level 3
REPORTING MANAGER	CIO
No. DIRECT REPORTS	0
LOCATION	Offices in Melbourne, Sydney and Canberra
APPROVED BY	Chief Operating Officer
APPROVAL DATE	October 2025

ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

In delivering on its mission of public governance that people trust, the school brings together academic and practitioner experts from across our member governments and around the world to support current and future government and public sector capability needs and anticipate and address government and public sector challenges.

ABOUT THE POSITION

This role supports the Chief Information Officer in the design, planning, and execution of strategic technology uplift projects across ANZSOG. It plays a critical role in translating strategic objectives into actionable project plans and ensuring alignment across the organisation.

The IT Project Manager works closely with the CIO to scope and prioritise initiatives, develop business cases, and coordinate implementation efforts. The role also collaborates with members of the wider business PMO team, as well as the ICT team—including the Applications Lead, IT Manager, and Digital Learning Designer—to map out project milestones, define responsibilities, and coordinate actions and activities across each functional area. This includes ensuring that dependencies are managed, risks are mitigated, and deliverables are tracked and reported effectively.

ROLE-LEVEL ACCOUNTABILITIES

ANZSOG roles at this level share the following consistent accountabilities:

- **Operational Leadership:** Manage team operations aligned with strategic goals.
- **Team Development:** Support staff development and performance.
- **Project Oversight:** Lead complex projects and initiatives.
- **Stakeholder Engagement:** Build and maintain internal and external relationships.
- **Resource Management:** Monitor budgets and resource allocation

KEY FUNCTIONAL ACCOUNTABILITIES

Project Planning & Delivery

- Develop and maintain detailed project plans, timelines, and resource allocations.
- Lead end-to-end delivery of technology projects aligned to ANZSOG's strategic roadmap.

Business Case & Budgeting
- Prepare business cases with clear ROI and strategic alignment.
- Manage project budgets, forecasts, and financial reporting.

Procurement & Vendor Management
- Lead RFP processes, vendor evaluation, and contract negotiations.
- Manage vendor relationships and performance throughout the project lifecycle.

Stakeholder Engagement
- Collaborate with internal teams, faculty, and external partners to ensure alignment and buy-in.
- Provide regular updates to executive leadership and governance bodies.

Change Management
- Develop and execute change management plans to support adoption and minimise disruption.
- Facilitate training, communications, and transition support.

Risk & Issue Management
- Identify, assess, and mitigate project risks and issues.
- Ensure compliance with ANZSOG's governance and reporting frameworks.

QUALIFICATIONS, SKILLS, EXPERIENCE
- Proven experience in managing complex IT projects in the public sector or education environments.
- Strong understanding of digital transformation, enterprise systems, and cloud platforms.
- Demonstrated ability to lead cross-functional teams and manage external vendors.
- Excellent communication, negotiation, and stakeholder management skills.

ANZSOG VALUES

ANZSOG is a values-based organisation. This means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, which guide our behaviours and attitudes as members of the ANZSOG community. As a binational learning organisation committed to authentically serving and partnering with governments and First Nations and Māori communities, we are also committed to engaging in ongoing learning to model the impact and change we seek to achieve through our work.