



POSITION DESCRIPTION

Manager, Projects Governance & Funding

Reports to: Head of Governance

Department: Compliance & Risk

Classification: PACCT 7

Location: Mildura

About SuniTAFE

SuniTAFE is an award-winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Our Values

SuniTAFE's values and behaviours ensure quality education outcomes by setting out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.



Primary objectives

- Govern and lead the implementation of a Project Management Framework, through the establishment of a Project Management Office (PMO) for project, funding and associated

contract management.

- Provide reports and information to key internal stakeholders across all levels of the organisation regarding projects, funding contracts and funding programs to support executive decision making.
- Provide specialist guidance and leadership, and assist Project Managers with accurate and timely advice regarding project management, grants, contracts and funding programs.
- Develop and maintain effective networks with industry, community and Vocational Education and Training (VET) sector.
- Manage where required, and participate in all team-based activities and meetings within the PMO and Business Units, and attend divisional and other meetings as required.

Position summary

The Manager Projects Governance and Funding is responsible for managing and supporting the planning, implementation, and oversight of various funding applications, grants, contracts and projects within SuniTAFE to support achievement of strategic objectives.

This role involves governing the implementation of the organisational Project Management Framework across all funding, grants, contracts and projects lifecycle, from grant proposal development to project execution and completion. The Manager Projects Governance and Funding will collaborate with, and support, all relevant stakeholders, including internal teams, external partners, and funding organisations to ensure successful funding, projects and contract outcomes and compliance with relevant requirements.

Key responsibilities

1. Strategic Management

- Maintain a well-developed knowledge of the Institute's strategic direction and source partnership and funding opportunities to support the Institute's direction.
- Engage with stakeholders to source and identify project opportunities, assess and mitigate risk, and address project, funding and contract challenges that may impact strategic objectives.
- Participate in relevant working groups as appropriate to provide high level project management, grants, contracts and funding context and information.
- Communicate and transfer knowledge and responsibility of agreed projects and leads to relevant personnel in addition to providing ongoing governance through the PMO.
- Maintains a knowledge bank of policy and commentary relevant to VET and associated key government, community, industry and student stakeholders.

2. Funding Opportunities, Application and Management

- Seek tender or funding opportunities including actively sourcing and identifying tender and funding prospects and provide high level advice to the Institute Executive and PMO that support Suni TAFE's strategic objectives.
- In collaboration with stakeholders, develop funding proposals, including governing and supporting the management of the lifecycle of the funding and contracts (such as, and not limited to, compliance, risk management, budget, communication, reporting, document management and project/funding governance as per Project Management Framework).
- Manage in collaboration with key stakeholders, the funding/grant application and lifecycle process, including submission, tracking, and compliance.
- Monitor the funding/grant progress, budget utilisation, and reporting/milestone requirements in collaboration with other relevant project, funding and contract managers.

3. Project, Funding and Contract Governance

- Establish and lead the SuniTAFE PMO in collaboration with all relevant stakeholders to govern and support successful outcomes for SuniTAFE for funding, projects and contracts.
- Establish, strengthen and govern the PMO as a successful, fit-for-purpose operational Project Management Framework to support funding, projects and contracts, including ensuring clear policy and procedure, training stakeholders, and supporting them to fulfil role accountabilities with tools that enable efficiency, accuracy and timeliness of compliance activities.
- Govern a Contract Management System (CMS) to ensure compliance activities and proper contract management policy and procedures are adhered to, as well as supporting contract managers and stakeholders to complete contractual obligations (excluding contracts as managed by the Procurement Office).
- Establish and govern collaboratively, all cycles of project management (initiation and planning, execution and closure) including project plans, timelines, resource, risk and issues management, budget, communication, quality assurance, stakeholder engagement and other project activities in collaboration and support with relevant stakeholders.
- Ensure adherence to funding, project and contract milestones and deadlines.
- Facilitate the ongoing communication and meetings of PMO stakeholders, such as the Institute Executive Leadership Team (ELT), Senior Leadership Team (SLT), Project Assessment Team (PAT), Project Reporting Team (PRT), Project Managers, Project Steering Committees and Project team members.

4. Financial Management, Viability and Sustainability

- Review and recommend grant, funding, program and project opportunities with stakeholders, analysing and reporting on viability and sustainability for proposed and existing funding, grants, projects and contracts and identifying and reporting risks and benefits.
- Govern project budgets collaboratively with stakeholders, including forecasting and expenditure tracking and reporting, including reviewing financial reports, ensuring proper allocation of funds and compliance with funding, contract and project budgets.
- Identify cost-saving opportunities, optimise resource utilisation, including ensuring resources such as staff capability and capacity are sufficient for objectives to be achieved for funding, grants, programs and projects.

5. Act in accordance with SuniTAFE values – Relationships, Integrity, Accountable and Improvement including:

- Provide exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participate in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Workplan and Performance Review process.
- Participate in all team-based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Comply with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

- Actively prevent fraud and corruption.

Knowledge, skills and abilities

QUALIFICATIONS & EXPERIENCE:

- Relevant Degree or appropriate accreditation in project management and extensive related experience in project management.

SKILLS & ABILITIES:

- Extensive skill set in using project management-software.
- Experience in leading and governing a project management office.
- Experience in writing successful tender and funding submissions.
- Well-developed skills and experience in funding and contract management
- Well-developed resource planning and management skills and experience within a project management context
- Well-developed analytical capabilities, including experience in risk analysis, financial analysis and action dependencies.
- Demonstrated ability to articulate business plans and general sense of business acumen.
- Experience in collaborating with government departments in respect to funding , negotiations, and relationships.
- Strong relationships and networks within local community organisations and ability to work collaboratively with cross-functional stakeholders.
- Experience in the VET or education sector (desirable)

Organisational relationships

Subordinates	Key Relationships	
None (may happen in future)	Internal	External
	<ul style="list-style-type: none"> • Executive Leadership Team • Senior Leadership Team • Institute Board (as required) • Project Managers • Contract Managers and administrators • Project Team sponsors and members 	<ul style="list-style-type: none"> • Industry and Educational stakeholders • Local, State and Federal Government • Project Management Office (PMO) Stakeholders • Institute Advisory Groups

	<ul style="list-style-type: none"> • Compliance, quality and risk team • Project Reporting Team • Procurement Office 	
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Key selection criteria

- Relevant Degree or appropriate accreditation in project management and extensive related experience in project management.
- Extensive skill set in using project management-software.
- Experience in leading and governing a project management office.
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- Well-developed analytical capabilities, including experience in risk analysis, financial analysis and action dependencies.
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The successful candidate will be required to provide:

- *A successful criminal record check which is less than 6 months old; and*
- *A working with children check.*

Additional Information

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
- SuniTAFE promotes the safety, wellbeing and inclusion of all children including those with a disability.
- Position, requirements, classification skill level required and conditions in accordance with Sunraysia Institute of TAFE (PACCT) Enterprise Agreement 2021.