DEPARTMENT of DEFENCE

# Project Manager

|  |  |
| --- | --- |
| Opportunity ID | **16380** |
| Responses to Encore | **cob Thursday 14 October 2021** |
| Number of resources required | one |
| Overview | a) Support the Project Director in the provision of senior strategic advice, expertise and input in the running, reviewing and administering of all elements of the program execution and governance;  b) Support the Project Director in the establishment of appropriate levels of rigour & practice in a time constrained high-risk, high-reward agile R&D environment;  c) Support the Project Director and the team in the tracking and reporting of financial activities;  d) Monitor resource usage (financial, staff effort etc) against the project plan;  e) Assistance with simple and complex procurement including managing purchase orders, preparing contracts, liaising with contracting agencies and Australian Embassies, consolidation of credit card expenses and other necessary documentation.  f) Assistance with the implementation and sustainment of Enclaved Networks. |
| Selection Criteria | **Each criterion must be addressed to a maximum of 500 words** Essential criteria  1. Demonstrated experience and proven track-record in the successful management of complex high-value projects in a research and development setting. 2. An ability to effectively liaise with and provide direction to diverse and geographically separated project teams. 3. Familiarity with the Department of Defence business processes and policy frameworks.  Desirable criteria  1. Preparedness to undertake interstate travel as required. |
| **Security Clearance** | **Negative Vetting 1** |
| **Referee Requirements** | At submission, candidates **MUST** provide a minimum of 2 referees in their CV in the format of:  **Name:  Position:  Department:  Phone:  Email:        WORK email addresses please, no personal addresses Relationship:  Dates of relationship:** |
| Location | Queensland |
| Period of Engagement | 1 year plus two 6 month extension options |