Position Description

UNIVERSITY OF WOLLONGONG AUSTRALIA

PROFESSIONAL SERVICES

Position Title	Digital Project Manager
Classification/Level under the Enterprise Agreement (if applicable)	
Management Level	
Faculty/Portfolio	Vice President Operations
School/Division	Digital Services
Main Location(s)	Building 39B, Wollongong Campus
Delegations (if applicable)	This position may carry delegations in accordance with the UOW Delegations of Authority as amended from time to time.

Primary Purpose of the Position

The Digital Project Manager is responsible for leading the successful delivery of digital and cloud migration projects across the University. The initial focus of the role will be to manage the migration of the Ascender Payroll platform from an on-premises environment to a cloud-hosted service however there are further project activities planned across multiple platforms. The role manages internal stakeholders, technical teams, business subject matter experts and third-party vendor resources to ensure projects are delivered safely, effectively, on time and within agreed scope and budget.

Position Environment

Digital Services is the University's central digital, information and technology service provider, responsible for delivering and managing core platforms, infrastructure, applications and services in response to research, teaching and corporate requirements.

The position works closely with portfolio leaders, business owners, payroll and corporate systems stakeholders, enterprise architecture, cyber security, cloud and infrastructure teams, vendors and project delivery teams.

Major Accountabilities/Responsibilities

- **Project leadership:** Lead the planning, execution and closure of digital and cloud migration projects, initially including the Ascender Payroll migration from on-premises to cloud-hosted services. Establish clear governance, scope, milestones, dependencies, risks, issues and reporting so projects achieve agreed business outcomes, scope, budget and timeframes.
- **Project planning and delivery:** Develop and maintain comprehensive plans covering scope, schedule, resources, budget, testing, cutover, change management, communications and transition to support. Coordinate technical, business and vendor activities, track progress and resolve delivery blockers to support secure, low-risk delivery and operational readiness.
- **Vendor and resource management:** Manage third-party vendors, delivery partners and internal resources, ensuring roles, responsibilities, deliverables and accountabilities are clear. Monitor vendor performance, escalate delivery risks and ensure agreed commercial and project obligations are met.
- **Stakeholder engagement and communication:** Engage business owners, payroll teams, technology teams and governance forums through clear communication, regular reporting and effective issue resolution. Facilitate steering committees, working groups, design workshops and readiness reviews to maintain alignment throughout delivery and transition.
- **Risk, issue and change management:** Identify, assess and manage project risks, issues, dependencies and changes, including impacts to payroll operations, security, data migration, integration, testing and cutover. Ensure material matters are visible, actively managed and escalated where required.
- **Budget, governance and reporting:** Manage project budgets, forecasts, procurement inputs, status reporting and governance artefacts in line with University requirements, supporting transparent and effective decision-making.
- **Documentation and transition:** Maintain project documentation, decisions, requirements, test evidence, migration plans, operational handover artefacts and lessons learned so solutions transition effectively into support with clear documentation and ownership.

- Act in accordance with University policies as amended from time to time, the Values in Action Framework of Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity, and our commitment to Equity, Diversity and Inclusion.
- WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework.

Reporting Relationships and Other Key Contacts

Position reports to	Associate Director, Digital Delivery
Positions supervised by this position	Nil
Other key contacts and stakeholders	ePMO; enterprise architecture; cyber security; cloud and infrastructure teams; payroll and corporate systems stakeholders; business owners; testing, change and communications teams; third-party vendors; managed service providers; and implementation partners.

Selection Criteria

- Bachelor's degree in Computer Science, Information Technology, Business, Project Management or a related field, or equivalent relevant experience.
- At least five years' experience managing digital, technology or business systems projects, including cloud migration or cloud-hosted platform implementations.
- Demonstrated experience managing third-party vendors, implementation partners and internal delivery teams, with the commercial awareness to maintain constructive relationships while holding suppliers accountable.
- Strong knowledge of project governance, planning, risk, issue and dependency management, budgeting, reporting, testing, cutover and transition-to-support activities.
- Experience delivering enterprise business system projects involving integrations, data migration, security and operational readiness.
- PMP, PRINCE2, Agile or equivalent project management certification.
- Excellent communication, negotiation, stakeholder management and executive reporting skills, with a collaborative, pragmatic and outcome-focused approach in a dynamic environment.
- Experience with Ascender Payroll and Microsoft 365 platform projects is desirable.

Special Job Requirements

- May be required to work outside of standard business hours for planned migration, testing, release, cutover or critical project activities.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS); further information is available in the WHS Framework.
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

This table contains information about the status and approval of this document

Date created	19/10/2026
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	
Date reviewed by P&C (if applicable)	
Date reviewed by CP&CO (if applicable)	
Date of next review	