Position Description

Job title:	Project Manager (Fixed-term Contract)
Department:	Project Services
Work type:	Full Time
Reports To:	Project Director
Position Reports:	None
Position Contact:	Jason Sadler

About the organisation

.au Domain Administration (auDA) is the administrator of the .au domain name system (DNS), which is Australian critical infrastructure relied on by internet users in Australia and around the world. We are a not-for-profit endorsed by the Federal Government.

Our purpose is to administer a trusted .au domain for the benefit of all Australians and champion an open, free, secure and global internet.

We support the needs of Australian internet users by:
- Delivering a stable, secure and reliable .au DNS
- Implementing .au policy rules that are transparent, responsive and efficient
- Investing in the Australian internet ecosystem to improve the utility of the .au domain.

We also participate in global internet governance processes. Through our work, we strive to uphold the multi-stakeholder model of internet governance and the social and economic benefits that flow from it.

Further information about auDA is available at www.auda.org.au.

Our values

Leadership

We are committed to communicating openly, and adding value to our multistakeholder community, locally, regionally and globally

Collaboration

We work together as one auDA in the service of Australian, regional and global internet users

Accountability

We honour our commitments, are responsible for our decisions, actions and performance, and deliver excellence

Curiosity

We seek to grow our knowledge, including of emerging practices, be adaptive and improve our understanding of our stakeholders and their viewpoints

Role purpose

The Project Manager (Fixed-term contract) is responsible for the end-to-end delivery of designated projects during a six-month period, backfilling a staff member on leave. The role will focus solely on the execution and delivery of projects as assigned, ensuring they are completed on time, on budget, and to expected outcomes.

This is a short-term, delivery-focused role requiring a seasoned project professional who can quickly acclimate to a new environment, work with minimal handover, and engage confidently with diverse stakeholders to deliver projects seamlessly during a six-month backfill.

Key accountabilities

The primary responsibilities of the Project Manager include:

- Lead and manage assigned projects from initiation through to closure.
- Define project scope, objectives, timelines, roles and responsibilities.
- Maintain project documentation including plans, schedules, and risk registers.
- Track project milestones and deliverables against timelines and budgets.
- Coordinate with internal and external stakeholders to ensure alignment.
- Identify, log, and manage project risks, issues, and dependencies.
- Prepare and present regular progress updates to the Project Director and relevant stakeholders.
- Engage and manage vendors or external contractors as required for project delivery.
- Apply fit-for-purpose project management methodologies (e.g., Agile, Waterfall, Hybrid).
- Ensure all activities are aligned with auDA's standards and frameworks.

Other responsibilities
- Other activities as directed by the Project Director and Chief Operating Office to support the delivery of auDA's Strategy and the Project Services' strategic goals.

Key selection criteria

1. Proven Project Delivery Experience
Demonstrated ability to lead and deliver multiple concurrent projects from initiation to completion, particularly in fast-paced or changing environments.

2. Adaptability and Ambiguity Management
Proven ability to work effectively in unfamiliar settings with limited handover, using sound judgment to navigate uncertainty and drive clarity and outcomes.

3. Strong Communication and Stakeholder Engagement Skills
Exceptional interpersonal and communication skills with the ability to build trust, engage stakeholders, and influence across technical and non-technical teams.

4. Rapid Onboarding and Business Acumen
Demonstrated capacity to quickly understand new business contexts, internal processes, and project objectives, and contribute value within a short timeframe.

5. Project Management Tool Proficiency
Experience with project management software (e.g., Jira, MS Project, Confluence, SharePoint) and fit-for-purpose delivery methodologies (e.g., Agile, Waterfall, Hybrid).

6. Professionalism and Self-Sufficiency
Ability to work autonomously and deliver reliably in a contract capacity, with minimal supervision and a strong focus on accountability and outcomes.

Qualifications and experience

Required:

- Minimum 5 years' experience in end-to-end project management, preferably in IT or digital transformation environments.
- Proven ability to deliver concurrent projects within time and budget constraints.
- Experience managing cross-functional teams and stakeholders.
- Proficiency with project management tools (e.g., Jira, MS Project, Confluence, SharePoint).
- Strong communication, coordination, and stakeholder management skills.
- Relevant tertiary qualification and/or industry certifications (e.g., PMP, PRINCE2, Agile).

Desirable:

- Experience working within government, regulatory, not-for-profit, or infrastructure-related environments.
- Business analysis or process improvement experience.

Other

Occasional work outside business hours will be required. Occasional domestic travel and potentially international travel may be required.

Important information

Background checks

A National Police Check, Right to Work and bankruptcy will be conducted as part of the recruitment process. An *AusCheck Critical Infrastructure Background Check* may also need to be conducted. Where applicable, international background checks may also be required.

Privacy collection information

.au Domain Administration Limited ACN 079 009 340 collects your personal information for the purpose of assessing and responding to your application. All personal information is collected in accordance with the *Privacy Act 1998* (Cth) and our [Privacy Policy](#).

We, or our third-party tools or platforms, may disclose some of your personal and sensitive information to our payroll, invoicing and data storage and records management services located overseas, including in the USA, United Kingdom, New Zealand, Singapore, Malaysia, Vietnam, and the Philippines. You agree to this disclosure and acknowledge that such recipients may use de-identified employee data for that recipient's commercial purposes. We will ensure that all arrangements with third party tools or platforms or third-party service providers will contain appropriate controls (which may be contractual or operational) to protect your personal information.

If you have any questions or would like to access your personal information held by auDA, please contact us at privacy@auda.org.au.

Occupational Health and Safety

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004* (Vic), employees are responsible for ensuring they:

- Follow reasonable instruction
- Cooperate with their employer
- At all times, take reasonable care for the safety of themselves and others in the workplace.

Flexible working arrangements

We believe in supporting our employees in balancing their work and life commitments. All roles at auDA can be worked flexibly by mutual agreement. This underpins a diverse, adaptive and high-performing workforce. The nature and scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with the hiring manager during the recruitment process.

Please note that the role may require you to work the hours which are reasonably necessary to fulfil the requirements of the position, or as required by auDA, including monitoring, reading and responding to business-related communications from auDA or customers outside of usual office hours, where reasonable. The remuneration for this role includes compensation for all hours you would be required to work, including reasonable availability out of hours.

Last Updated

04 August 2025