Business Title: IT Portfolio and Project Management Office
Associate Director

Official title: IT Director I (Inst)(IT077)

Qualifications:
Required:
- Experience in mentoring and developing team members, fostering a collaborative and high-performing work environment.
- Experience working on various complex and high-impact enterprise projects and initiatives, showcasing a deep understanding of different information technology domains and challenges.
- Demonstrated experience contributing to enhancing project management, business analysis, or change management practices, processes, and methodologies within an organization, driving continuous improvement.
- Demonstrated commitment to the professional principles of project management, agile delivery competencies, business analysis, process improvement, or change management as evidenced by a Project Management Institute (PMI) Project Management Professional (PMP), Agile Certified Agile Practitioner (ACP) International Institute of Business Analysis (IIBA) Certified Business Analysis Professional (CBAP), Lean Six Sigma, or Prosci Certified Change Practitioner (CCP) certification or equivalent.

Preferred:
- Formal and successful management experience supervising and developing employees.
- Experience working in a higher education institution.

Job Summary:
Are you excited about digital transformation and leading an exceptional team of professionals? We have two exciting opportunities if you are enthusiastic about driving our organization's strategic goals, leading a dynamic team, delivering outstanding professional practices, and empowering individuals to succeed. Join us in making a meaningful impact and driving positive change for our world-class university and stakeholders.

We're looking for two associate directors focused on key elements of digital transformation to join our leadership team - (1) Program and Project Delivery Associate Director and a (2) Business Analysis and Change Management Associate Director.

As the Associate Director of Program and Project Delivery, you will be at the forefront of driving strategic initiatives and leading a dynamic team delivering program and project management services. This rewarding and exciting role offers the opportunity to make a significant impact by leading strategic initiatives for our organization.

Key Responsibilities:
Practice Leadership: You will play a pivotal role in driving our organization's strategic objectives by overseeing the program and project management practices, and your expertise in these functions will be essential to leading the team to deliver the intended value of our portfolio.

Team Management: Managing a diverse and talented team of professionals will be at the heart of your responsibilities. Your strong leadership and motivational skills will foster collaboration, excellence, and a positive work culture.

Stakeholder Collaboration: Building and maintaining strong relationships with stakeholders will be key to achieving our desired outcomes. Your effective communication and negotiation skills will drive successful project delivery and stakeholder satisfaction at its core.

Continuous Improvement: Championing a culture of continuous improvement, you will inspire and
empower the team to identify opportunities to optimize our practices, enhance operational efficiency, and achieve excellence in our practices and the outcomes we deliver.

Coaching and Mentoring: Your passion for mentoring and coaching individuals will contribute to their professional growth and career success. Empowering team members to reach their full potential will be a rewarding aspect of your role.

As the Associate Director of Business Analysis and Change Management, you will play a pivotal role in driving organizational success through effective business analysis and change management practices. Leading a dedicated team of professionals, you will be instrumental in guiding our organization through transformative initiatives and achieving our strategic objectives.

Key Responsibilities:
Practice Leadership: You will play a pivotal role in supporting our organization's strategic objectives by overseeing the business analysis and change management practices, and your expertise in these functions will be essential to leading the team to deliver the intended value of our portfolio.

Team Management: Managing a diverse and talented team of professionals will be at the heart of your responsibilities. Your strong leadership and motivational skills will foster collaboration, excellence, and a positive work culture.

Stakeholder Engagement: Building strong relationships with stakeholders will be a cornerstone of your role. Your effective communication and stakeholder analysis skills will foster collaboration and ensure alignment with our organizational goals.

Continuous Improvement: Championing a culture of continuous improvement, you will inspire and empower the team to identify opportunities to optimize our practices, enhance operational efficiency, and achieve excellence in our practices and deliverables.

Coaching and Mentoring: Your passion for mentoring and coaching individuals will contribute to their professional growth and career success. Empowering team members to reach their full potential will be a rewarding aspect of your role.

Both teams reside within the Portfolio and Project Management Office (PPMO), a Division of Information Technology (DoIT) department. The DoIT PPMO comprises over 20 dedicated professionals overseeing strategic and high-value IT projects and programs sponsored by DoIT, UW-Madison, and UW System Administration partners.

DoIT is an exciting and dynamic work environment grounded in organizational principles, including family and personal life/work balance, an inclusive, respectful, supportive work environment, professional development opportunities, innovation, and alignment with the campus's strategic goals and missions.

Standard Summary:  
Develops and directs the implementation of strategic plans for enterprise information technology (IT) function(s), program(s), or service(s) to ensure resources are utilized to provide effective administrative, research, outreach, and/or instructional information technology services. May directly manage IT services.

Essential Responsibilities:
- 10% Directs strategic information technology planning initiatives and establishes objectives for the institution to ensure appropriate use of financial, administrative, staffing resources in alignment with the strategic plan
- 35% Develops operating policies and procedures to comply with regulations, institutional
To ensure consideration, application must be received by:  September 5, 2023

The candidate selected for this position may perform a combination of on-site and remote work subject to an approved remote work agreement (RWA) agreement. Remote work requires successful candidates to possess their own high-speed internet and phone to perform the work on a university provided computer. Per University policy, transportation between home and assigned work location is not payable/reimbursable and will be at the expense of the employee.

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: https://employeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report (https://jobs.wisc.edu/asr) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.
Position Vacancy Listing
University of Wisconsin-Madison

Job Group: Information Technology
Job Subgroup: IT Multifunctional Services
FLSA Status: Exempt
Employee class: Limited Appointee
Department(s): A062005 / DOIT/ADI
Full time salary rate: Minimum $130,000 ANNUAL (12 months)
Depending on Qualifications
Appointment percent: 100%
Anticipated begin date: October 8, 2023
Number of positions: 2

Department Contact:
Charissa Weber
1210 W Dayton St
2118 Computer Sciences
Madison, WI 53706-1613
Phone: 608-262-0596
Phone TTY: N/A
Fax: N/A
Email: charissa.weber@wisc.edu

For more information, please visit:
University of Wisconsin-Madison: http://www.wisc.edu
Office of Human Resources: http://www.hr.wisc.edu
Jobs at UW: http://jobs.wisc.edu