



CANDIDATE INFORMATION PACK

Project Manager

Includes:

- Background information on working with us
- Position Description

The Australian Access Federation

We are on a Mission

We're a driven group of people with a purpose to make Trust and Identity easier, and more cyber secure for research, teaching, and learning.

AAF is an interesting company that does exciting work as a Not-for-Profit (NFP), which our staff and customers value.

Our work has meaning

We are a Not-for-Profit company supporting our subscribers which are research and education organisations in Australia. We focus on delivering leading technology for our communities. AAF staff have a sense of pride and satisfaction, knowing that what we work towards helps to make the world a better place.

We are part of the Australian Federal Government's eResearch infrastructure roadmap - that's right - how many companies are part of Australia's Research technology strategy? Our staff work closely with high value innovative initiatives tackling issues from COVID, genome mapping, children's cancer research, astrophysics to identifying low wave frequencies in space and capturing gravitational waves.

We don't work with old tech

Who wants to work on old tech - not us! Our tech is ahead of the curve because we provide our team with the tools and empower staff to innovate. The AAF is a cloud-native company and the applications, and solutions we build are at the cutting edge in Trust and Identity.

We work with interesting customers and stakeholders

Just to name a few, Australia's leading research data infrastructure facility – Australian Research Data Commons (ARDC), Australian Nuclear Science Technology Organisation (ANSTO), leading research facilities such as the Commonwealth Science and Industrial Research Organisation CSIRO, all the Australian Universities as well as our national funders the Australian Research Council (ARC), and the National Health and Medical Research Council (NHMRC).

We are a globally connected service working with other like-minded community driven organisations who are all doing similar things around the world. This means AAF staff get to collaborate with our global community and take part in innovative activities around the globe. AAF is part of the global ORCID Consortia Interest Group and, also works closely with the Australian Research Data Commons (ARDC) to deliver the Australian National PIDs strategy and Roadmap. AAF staff are also members of various Research Data Alliance (RDA) working groups (WG) and interest groups (IG) and regularly participate and present at the RDA plenaries. We are also a member of and participate in the Australian Higher Education Cyber Security Service ([AHECS](#)).

AAF staff are on the road participating in initiatives and working groups with like-minded, tech and research professionals around the globe. In the past our staff have travelled to interesting places such as Estonia, Prague, Ireland, Norway, New Orleans, India, Iceland, Portugal, and China to be part of leading-edge strategy development in trust and identity.

We are passionate about our products and services

The Federation

The Federation is Australia's national authentication service for research and education. Using cutting edge technologies and standards. The Federation delivers world-class single-sign-on that allows individuals across organisational boundaries to collaborate and access online resources within a trusted environment.

The Australian ORCID Consortium

The Australian ORCID Consortium provides a national coordinated approach to Open Research Contributor ID (ORCID – see: orcid.org). The consortium has enabled a globally unique persistent identifier for every researcher.

Consulting and Training Services

We provide bespoke consulting and support to our communities in meeting their identity and access management needs.

VerifID Global

VerifID Global, the national verification service enables universities, public agencies, and commercial providers (e.g. Spotify, YouTube and Flight Centre) to accurately deliver services to Australian students and other roles in the research and education sector (see: VerifID.global).

Trust and Identity

The AAF is a National Collaborative Research Infrastructure Strategy [\(NCRIS\)](#) capability. We provide leading services in Trust and Identity that underpin Australia's research.

Our company values underpin everything we do

- Innovation - an essential ingredient
- Mastery - a good mix of enthusiasm, quality, care and experience
- Trust - strengthened through our actions
- Community - achieving more together

So apart from working for an awesome NFP tech company who are doing great things, why else should you be part of the AAF?

- A 35-hour work week
- The option to salary sacrifice rent/mortgage payments (yep! that's right)
- Extra-long service leave
- 3 days bonus 'recharge leave' over the Xmas and New Year period

.... and most importantly let's not forget that the AAF team prides itself on its inclusive, innovative culture that rewards and recognises great work.

If you are looking to move into a new role where you can make a difference and are empowered to utilise best practice techniques to create a positive global impact - then you are the person we've been looking for!

Project Manager

Position Title: Project Manager

Type: Fixed term position, June 2026

Location: Brisbane or a major city

Reports to: Head of Projects or equivalent

Number of Direct Reports/Staff Supervisory Requirements: None

Open to: Australian or New Zealand citizens or Australian permanent residents who have approval to work in Australia.

Organisational Context

The Australian Access Federation (AAF) is Australia's leading specialist in Trust and Identity for higher education and research. We are connected to an international community of scientists and researchers building applications and solutions that make up part of the Australian Government's [eResearch infrastructure strategy](#). We work with universities and research institutions including CSIRO to provide access to resources that tackle issues in health, life science and astrophysics... just to name a few.

The AAF is the lead for the Australian ORCID Consortium which is a community of Australian organisations that takes a national approach to ORCID adoption and integration. ORCID, which stands for Open Researcher and Contributor ID, is a global initiative whose mission is to enable transparent and trustworthy connections between researchers and their research contribution. As consortium lead, AAF provides local support, assists with member ORCID integrations, and encourages national uptake of ORCID within organisations. We also help members understand the benefits of their ORCID membership and how to get the most of it. Among global ORCID consortia leads, the AAF is considered an exemplar in terms of how the consortium is run and members are supported.

The AAF is a high performing work environment consisting of motivated individuals that work towards a common goal of supporting Australia's higher education and research sector. We enable Australia's teachers, students, and researchers to use identity technologies and policies to create world class outcomes.

For further information about the AAF go to: www.aaf.edu.au

Our Goal

We are transforming Australia's research, teaching, and learning communities by delivering innovative solutions that provide secure access to high-value digital resources and infrastructure.

Guiding Principles

Our trust and identity solutions are co-designed by a nationally engaged expert team using international best practice. Our services are underpinned by sustainable business operations.

The Role

We are looking to hire a positive, proactive IT project manager to oversee and coordinate projects. You will be responsible for the planning and delivering projects. You will develop positive relationships with project stakeholders, manage stakeholder expectations, work with the AAF team and customers to deliver agreed project objectives, and manage risks, issues and the project budget.

Key Responsibilities

- Liaise and manage relationships with internal and external stakeholders such as project steering committees, vendors, and end-users regarding project requirements.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Evaluate standards of component products.
- Develop project scope and objectives, involving all relevant stakeholders and ensure technical and business feasibility.
- Negotiate resource availability and allocation.
- Develop detailed project plans to track progress.
- Use appropriate techniques to manage and track changes in project scope, schedule and costs.
- Measure project performance using appropriate systems, tools and techniques.
- Report and escalate to project steering committees and management as needed.
- Identify and manage project risks.
- Create and maintain comprehensive project documentation.
- Monitor and report project progress and implement change requests.
- Ensure compliance with objectives, organisational policies, procedures, and standards.
- Ensure project complies with best practices, policies, and procedures.
- Other tasks as required.

Your experience and skills

We are seeking an experienced, organised and proactive Project Manager to deliver successful outcomes for the AAF. You will have highly developed project management, interpersonal, relationship management skills and the ability to work across teams. You will be comfortable working autonomously and as part of virtual teams. You will have experience working with modern IT project methodologies to see projects through to successful completion. You will be able to translate complex technology concepts to non-IT professionals and are comfortable working through ambiguity to clarify required outcomes. Previous experience in a higher education or research organisation will be well regarded.

The research environment often means pushing boundaries to see what's possible. You will need strong engagement and risk management skills to understand what's most important to stakeholders to successfully deliver projects in an environment where circumstances can change quickly.

Qualifications

A degree with subsequent relevant experience OR a combination of relevant experience, broad knowledge and industry training.

Skills and Capabilities Required

You will be assessed based on the following:

1. Strong project management and demonstrated experience applying formal project methodologies (PMBOK, PRINCE2, Agile etc) to successfully deliver IT projects.
2. Excellent stakeholder management skills and business acumen.
3. Strong skills in developing and overseeing work plans, schedules and budgets.
4. Excellent communication, leadership, and problem-solving skills.
5. Strong analytical skills to identify risks and solve problems which may arise throughout the project.
6. Well-developed negotiation skills and the ability to develop strong working relationships.
7. Ability to work effectively in all team structures including virtual teams as well as independently demonstrating initiative.

Other Job-Related Information

Applicants should note that:

The position is:

1. A fixed-term full-time position
2. A 35-hour week, with normal working hours from Monday through Friday
3. Flexible working hours and work from home arrangements (subject to negotiation and prior approval)
4. Some travel may be required (circumstances permitting)
5. The position is based in the Brisbane office.