

Position Description

Project Manager: Diversity Safe Place Project		
(preference that you are based in Sydney)		
Authorisation	24 th July, 2017	Organisational representatives.
<p>Position purpose: This new position will be primarily responsible for leading the strategy across the three trial Projects with the support of the three State Project Coordinators. This position is responsible for the management and monitoring of the overall Project budget; identifying, establishing and fostering key National relationships, including the relationship with relevant NDIS contact; developing a proposal for a National Strategy based on the outcomes of the three trial sites.</p>		
Classification	\$100k upper limit budget for this position over a 12 month period. Or option to be under Social, Community Home Care and Disability Services Industry Award Level 7.	
Location	Based at Building 3, 142 Addison Road, Marrickville 2204. Frequent travel throughout Metro North region.	
Screening and external authorisation requirements	<ul style="list-style-type: none"> • Working with Children's Check clearance obtained prior to commencement • National Criminal History Record Check to be conducted prior to commencement • Referee and other checks to be conducted prior to commencement 	
Reports to	The Project Manager will report to a Steering Committee of the three organisations and community representative/s and people with disability.	
Accountable to	The Steering Committee	
Working relationships	<p>In addition to reports outline above, this position maintains working relationships with:</p> <ul style="list-style-type: none"> • NDIA, Project Contact • Project Co-ordinators • ECSC, Executive Director • Management and other staff of ECSC • Management of Diversitat and TMSG • People with disability from CALD backgrounds and their families and carers, involved in the project • Community providers and other agencies involved in the project • Other State representatives that may be interested in the scalability of the project in year 2 and beyond. 	
Delegations	Program budget management	

Key tasks and responsibilities

- Successfully deliver the Project on time and within the allocated budget and aligned with the agreed strategic objectives and priorities whilst ensuring the priorities and constraints are clearly understood by internal & external stakeholders.
- Create an innovate resource that can be used to improve services delivery for people from CALD background who experience additional barriers.
- Market and promote the improvement resource to gain maximum take up by relevant stake holders.
- Lead the development of the Project's communication and Stakeholder Engagement Plan, includes identifying/creating and leading the opportunities to sustain the Project beyond the 12 months.
- Ensure requests for additional funding are supported by submissions/business cases incorporating accurate funding and scheduling estimates and demonstrate the strategic value and benefits of the initiative to the Funder.
- Identify synergies and dependencies across the State projects and ensure that resources and funding are optimised in light of these considerations.
- Provide accurate project status reports, information and metrics to the Steering Committee and Funding Body (Use of Results Based Accountability (RBA) & Clear Impact).
- Undertake regular project 'health checks', evaluating the performance of project work identifying and taking appropriate and timely action in relation to all foreseeable issues including potential schedule slippages, budget overruns and emerging risks.
- Support the three Project Coordinators development of their Regional Action Plans.
- Supervise and support the work of the Project Co-ordinators.
- Manage contracts/service provision of other sub-consultants and suppliers.
- Ensure that the ECSC's Executive Director or their delegated representative and the Steering Committee is aware of any project risks and opportunities.
- Chair the Working Group meetings.

Position outcomes

- Refer to RBA Action Plan (to be provided)

Selection Criteria to be addressed

- Experience in leading and managing projects and the delivery of interrelated projects on large or national community development projects within Government and/or the Not for Profit Sector, within Australia or Internationally (essential).
- Sound knowledge of project management methodologies, tools and governance (essential) and how approach for this Project
- Experience in working with Results Based Accountability and/or other outcome frameworks (essential), explaining the details of how the framework benefited the project
- Experience in organisational development and/or corporate social responsibility would be advantageous (desirable).
- Understanding and experience in marketing (especially communications and stakeholder engagement as part of project delivery) or experience working within the social marketing and community change sphere (desirable).
- Demonstrated experience working with software developers in developing digital products (desirable).
- Car license (desirable).



Position agreement	
I have read, understand and agree to undertake the position as outlined in this position description.	
Position holder name	
Position holder signature	
Dated	
Position approval	
Authorising position	
Authorising position name and signature	
Dated	