



Position Description

POSITION DETAILS

Position Title:	Project Manager (contract)		
Location:	National Office		
Reports To:	Programs and Projects Manager		
Direct Reports:	One (Project Officer)		
Employment Status	Full time <input checked="" type="checkbox"/>	Part time <input type="checkbox"/>	Casual <input type="checkbox"/>

OUR VISION AND PURPOSE

The Continenace Foundation of Australia’s (the Foundation) vision is for an Australian community free of the stigma and restrictions of all of incontinence across the lifespan. We will aim for this through research, advocacy, solutions, consumer education and professional development.

STRATEGIC PILLARS

Ensure Better Access To high quality continence information, resources, education and services in Australia
Be a Leading Peak Body That is widely recognised and acknowledged nationally and internationally as the Australian expert voice for continence
Be a Unified Body That has the governance and organisational capacity to deliver our vision and purpose
Grow successfully and Sustainably To ensure we can continue to achieve our vision and purpose

ROLE PURPOSE

The Project Manager will manage and deliver projects that contribute to improving the experience and outcomes for people with bladder and bowel health issues, as well as the success of achieving the Foundation’s vision and purpose.

The Project Manager will coordinate people and processes to ensure that our projects are delivered on time, on budget and produce the desired results. Project delivery will include project scoping, resource and budget allocation, implementation of detailed project plans, including risk mitigation and evaluation frameworks following a co-design methodology.



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VALUES AND BEHAVIOURS

Values	Behaviours
Accountability	We are responsible for our individual and team actions and behaviours and the outcomes they produce
Respect	We will respect each person within our organisation and all external individuals and stakeholders
Integrity	We will act with integrity and be open and honest, within our teams and the organisation, and when dealing with all external individuals and stakeholders
Inclusiveness	There are no barriers to engagement and participation, no one is excluded, and diversity is celebrated

RESPONSIBILITIES

<i>For eg. Project Management – planning, initiation, execution, monitoring</i>
Build and develop project teams (as required) to ensure maximum performance, by providing purpose, direction, and motivation
Coordinate internal and external resources to ensure that projects adhere to scope, schedule, and budget
Analyse project status and, when necessary, revise the scope, schedule, and/or budget to ensure that project requirements can be met and desired outcomes are achieved
Establish and maintain processes for: <ul style="list-style-type: none"> • managing scope during the project lifecycle, • setting quality and performance standards, • specific evaluation methodology and • assessing risks
Engage relevant co-design partners at all stages of projects
Establish and maintain relationships with relevant stakeholders, providing regular contact on project status and changes
Drive and lead reference groups and working parties
Develop and maintain partnerships with third-party resources e.g. consultants
Assign and monitor resources to ensure project efficiency and maximise deliverables
Report project outcomes and/or risks to the appropriate management channels and escalate issues, as necessary, according to project work plan
Complete external reporting requirements



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KEY PERFORMANCE INDICATORS (KPI'S)

Key Performance Indicators
All employees
Alignment to expected values and behaviours demonstrated
Compliance with Work Health and Safety Policies and Procedures
Compliance with Company policies and procedures
Positive and effective stakeholder relationships and feedback

Key Performance Indicators
Role Specific
Relationships with stakeholders and partners developed and maintained
Clear project plans developed and adhered to
Project delivered on time and within budget
Timely escalation of identified risks to project scope and deliverables
Reports completed and submitted on time to internal and external parties eg Departmental reference groups

CORE COMPETENCIES

<i>e.g Project Management, Stakeholder Management</i>
Ability to build trusting relationships with internal and external stakeholders
Ability to work in an agile and innovative way while maintaining the integrity of resources and partnerships
Agile, adaptable, flexible
Understands and can implement co-design methodology
Strong attention to deadlines and budgetary guidelines
Strong written and verbal communication skills
Excellent presentation skills
Critical thinking skills, out of the box thinker
Ability to manage multiple tasks
Good problem-solving skills
Ability to manage complex projects



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QUALIFICATIONS

ESSENTIAL	DESIRABLE
Relevant tertiary qualification in health/policy/business	Professional project management certification

EXPERIENCE

ESSENTIAL	DESIRABLE
Four or more years of project management experience, particularly in initiatives focused on achieving public health/social reform	An understanding of current aged care and other relevant industry reforms
Experience in coaching project team members to strengthen their abilities and skill sets	Working in a complex regulatory environment
Experience leading multidisciplinary teams	

This position description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a total inventory of all duties, and responsibilities that may be required of employees assigned to the role.

EMPLOYEE DECLARATION

I

(Applicant's Name)

hereby understand and accept the conditions of the position description as detailed herein for the position of

(Position)

Applicant's signature **Date**