

Position Description

TITLE OF POSITION:	PROJECT MANAGER
POSITION TYPE:	PART TIME
TEAM:	MANAGEMENT TEAM
REPORTS TO:	PROJECT SPONSOR AND CEO
LOCATION:	MELBOURNE
DATE ESTABLISHED:	JUNE 2018

ABOUT NO TO VIOLENCE
<p>No to Violence (NTV) is the largest peak body for organisations and individuals working with men to end family violence in Australia. We also provide telephone counselling, information and referrals for men in Victoria, New South Wales and Tasmania. We are a pro-feminist organisation and we acknowledge the gendered nature of family violence. The safety of women and children is central to what we do, and their voices must be heard. We have established standards of practice for professionals and continuously ensure workers in this field have the right skills. We have been supporting callers, policy-makers and professionals for over 25 years and as a result of this, we are the 'go to' organisation in this field.</p>

PURPOSE OF THE POSITION
<p>The project manager is the individual responsible for delivering the program. The program is responsible for building and developing the workforce for delivering interventions with men who use family violence. The individual will lead and manage the project team with authority and responsibility from the Project Sponsor to run the project on a day-to-day basis. The role is also accountable to the Steering Committee and Project Board. The organisation uses a standard project management methodology and this is applicable to all projects. Apart from the responsibilities required by project methodology, the project manager has an important role in managing internal and external stakeholders and communication with state government departments.</p>

KEY RESULT AREAS	
KEY AREA:	KEY ROLES AND RESPONSIBILITIES
Management of the project	<ul style="list-style-type: none"> • Planning and designing the project and proactively monitoring the progress, resolving issues and initiating corrective action • Applying appropriate project management standards for delivery of the project • Defining the project's governance arrangement • Ensuring effective quality assurance and the overall integrity of the project-focusing on the internal consistency of the project and the interaction with NTV training department • Managing the project budget, monitoring expenditure and costs against delivered and realised benefits as the project progresses • Facilitating the appointment of resources to the project team • Ensuring the delivery of the 'deliverables' required of the project is to the appropriate level of quality, on time and within budget in accordance with the project plans and project governance arrangements • Managing all the third party contributions to the project

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KEY RESULT AREAS	
KEY AREA:	KEY ROLES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> Managing both the dependencies and interfaces with third parties Managing communications with all stakeholders Managing both the dependencies and the interfaces with NTV Training department to ensure no there is no duplication and no issues overlooked Maintaining an awareness of the potential interdependence with other activities within NTV Managing project risks, including the development of contingency plans to ensure project's successful outcome Working with the NTV Training Manager on the transition to business as usual activities as deliverables are completed in the project phase Initiating extra activities and other project or management interventions wherever gaps in the project are identified or issues arise Adopting any delegation and the use of project assurance roles within agreed reporting structures Preparing and maintaining project stage and exception plans as required Preparing change control and change management processes where required Reporting through to the agreed reporting structures and stakeholders on project progress through regular reporting reports Maintaining an awareness of the potential interdependence with other activities within the organisation Any other duties deemed necessary for the successful delivery of the project
<i>Policies, procedures and systems</i>	<ul style="list-style-type: none"> Adhere to, and comply with NTV's organisational policies, processes and procedures, using appropriate systems where required Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation including a positive contribution to workplace harmony and displaying cooperative team behaviour Proactively communicate, identify, report, assess OHS related risks and hazards within the organisation.

EXPERIENCE AND QUALIFICATIONS:
<p>ESSENTIAL:</p> <ul style="list-style-type: none"> Proven experience in consistently managing programs over \$3m over a 2 year period High level of skills in building and sustaining effective communication with all stakeholders, third parties and other roles within and external to the project The ability to establish and maintain a good working relationship with the Project Sponsor Applying the project management approach to the specific requirements of the project Proven experience in directing, managing and motivating the project team Proven experience in developing and maintaining an agreed project plan and detailed stage plan Demonstrated understanding of terms of reference and risk management process The ability to tailor expert knowledge to meet specific circumstances Proven ability to plan and manage deployment of physical and financial resources to meet project milestones

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<p>DESIRABLE:</p> <ul style="list-style-type: none"> • Understanding of the family violence sector, men's use of violence, and the government departments and other organisations and bodies within the family violence sector • Understanding of the Victorian education sector • Contemporary knowledge of relevant government policy and research in relation to family violence

SKILLS, KNOWLEDGE AND EXPERIENCE:

<i>Technical skills</i>	<ul style="list-style-type: none"> ▪ Apply a demonstrated project management approach to the specific requirements of the project ▪ Ability to set up all the disciplines and distinctions required for sound management of the project
<i>Professional Knowledge</i>	<ul style="list-style-type: none"> ▪ Understanding of the family violence sector, men's use of violence, and the government departments and other players within the family violence sector ▪ Contemporary knowledge of relevant government policy and research in relation to family violence would be advantageous
<i>Office Skills</i>	<ul style="list-style-type: none"> ▪ Competent in the use of current Microsoft Office Suite products particularly Outlook, Word and Excel ▪ Sound knowledge of general office procedures, equipment and technology ▪ Experience in using project management software
<i>General Managerial Abilities</i>	<ul style="list-style-type: none"> ▪ Strong leadership and interpersonal skills, and a demonstrated track record of people management skills ▪ Ability to influence others, with excellent team building, collaboration and partnering skills ▪ Ability to manage and measure work including clearly assigning responsibility for tasks and decisions, setting clear objectives and measures, and monitoring process, progress and results ▪ Well-developed written and verbal communication skills ▪ Provide a focus on innovation management to create a learning and participative environment

OTHER REQUIREMENTS

<ul style="list-style-type: none"> • Must be legally entitled to work in Australia • Must have a current Australian police check (and international where applicable)

PERSONAL ATTRIBUTES

<ul style="list-style-type: none"> • Decisiveness • Relationship building • Drive and commitment • Developing others • Empathy and cultural awareness
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PERSONAL ATTRIBUTES

- Commitment to NTV's values and culture
- Ability to observe confidentiality, use discretion and initiative and work in a professional and ethical manner at all times
- Strong leadership skills and the ability to develop effective working relationships with external clients, government departments and staff
- Maintains the highest standard of personal conduct in performing all duties
- Can be relied and depended on to get the job done
- A willingness to challenge and be challenged
- A strong client service focus
- Positive and enthusiastic attitude
- Confident with a high degree of motivation
- Shows initiative

ESSENTIAL SKILLS

Leadership:

- Strong leadership skills and the ability to develop effective working relationships with external stakeholders, government departments, staff and Board

Project Management:

- Proven skills in managing large projects over an extended period of time
- Maintains the highest standard of personal conduct in performing all duties

Reliability:

- Can be relied and depended on to get the job done

Accountability:

- A willingness to challenge and be challenged

Commitment:

- A strong focus on delivering the best outcomes for service users and other stakeholders externally and internally to NTV
- Positive and enthusiastic attitude
- Confident with a high degree of motivation

Signature of Job Holder

Date signed