

HR	Position Description	
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Job Title	Project Manager
Department	CEOs Office
Reports To	Business Process Manager
Manages / Supervises	N/A

(x) New Job Description () Revised Job Description

1. PURPOSE OF THE JOB:

- This position undertakes planning, implementation and closure of a variety of projects across the organisation that support change initiatives aligned to Guide Dogs NSW/ACT's Strategic Plan.

2. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- The position is responsible for completing or contributing to a range of project activities to support and assure the delivery of business outcomes to the quality, time and budget standards set.
- Support business projects by taking responsibility for:
 - Undertaking a range of change projects by completing tasks and activities in accordance with the projects allocated;
 - Developing project documentation including project schedules and plans, communications plans, risk management, change requests, draft business requirements, etc;
 - Preparing for and leading project meetings and project activities including managing stakeholders, set project direction and maintain the momentum and buy in;
 - Delivering project objectives to time, budget and quality criteria; and
 - Using a variety of communications tools and ensuring all activities are conducted in an inclusive and collaborative way.
- Support the Business Process Manager by:

- Contributing to pipeline planning and prioritising;
- Escalating business and organisational risks and issues to Business Process Manager;
- Obtaining quotations and preparing purchasing analysis;
- Weekly reporting to the Business Process Manager on project status; and
- Developing draft corporate templates and procedures.
- Support the Guide Dogs NSW/ACT Corporate activities, such as:
 - Contributing to the planning and execution of conferences and presentations; and
 - Supporting the development of complex documentation by researching and analysing activities at an industry level.
- Consultation and communication are required with stakeholders.
- Administration in terms of updating project registers, setting up meetings, maintaining task lists, preparing purchasing documentation and other duties.

WH&S Responsibilities

- Follow Guide Dogs NSW/ACT WH&S policy, procedures and rules, and follow safe work practices.
- Report any hazards and incidents as soon as possible, whether or not someone was injured.
- Participate in WH&S consultation meetings to discuss workplace safety in the department.
- Assist in the return to work process for yourself or any work colleagues following injury.
- Participate in WH&S activities such as training, inspections, investigations, evacuation drills, WH&S meetings and risk assessments as required.
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety.

3. OTHER DUTIES & RESPONSIBILITIES:

- Other related duties as required.
- Participate in personal development opportunities.
- Keep informed on company procedures and policies.
- Conduct all activities in a manner consistent with the Workplace Behaviour Policy.

4. SUPERVISORY RESPONSIBILITIES:

- N/A

5. KNOWLEDGE & SKILLS:

Essential

- High level of communication and interpersonal skills; experience at managing stakeholders.
- Project management experience.
- Minimum Certificate IV in Project Management or equivalent.
- Well-developed planning and logical thinking skills.
- Able to manage the physical demands and inherent requirements of the job and complete the tasks and duties as stated.

Desirable

- Event management skills would be an advantage.

6. PHYSICAL DEMANDS OF THE ROLE:

- The role requires extended periods of sitting.
- This is primarily an office-based role, with a high degree of computer work.

High level of activity (90% or more of time spent performing these activities)

Activity	Description	Existing controls
Documentation	Planning, documenting	OH&S assessment, protocols for breaks, exercises and time
Meetings	Conducting, participating, knowledge management	WH&S policies and procedures
Administration	Computer based administration an organisation	WH&S assessment, protocols for breaks, exercises and time

Low level of activity (5-10% of time spent performing these activities)

Activity	Description	Existing controls
Travel	Day trips to other facilities	WH&S policies and procedures

7. WORKING CONDITIONS & ENVIRONMENT

- This is a part time role with some extra days required when once off or seasonal activities peak, so flexible days are required on some occasions.
- Some travel to other Guide Dogs NSW/ACT facilities is required.

Date Commenced Employment:

Employee's Signature:		Date:	
Print Name:			
Manager's Signature:		Date:	
Print Name:			