

<b>Position Description Project Manager</b>	
<b>Position details:</b>	
<b>Position title:</b>	Project Manager
<b>Reports to:</b>	Executive Manager Home Care and Business Transformation
<b>Department / Division:</b>	Project Manager Office Business Transformation
<b>Direct Reports:</b>	Nil
<b>Position outline:</b>	
<p>The Project Manager is responsible for overseeing and managing projects from initiation to completion. This role requires a broad skillset, ranging from project planning and execution to budgeting, team coordination, stakeholder management and reporting. The Project Manager plays a pivotal role in driving project success by ensuring clear project objectives, effective resource allocation, and timely project delivery.</p> <p>The role serves as a central point of contact for project teams, stakeholders, facilitating communication and collaboration. With strong leadership and problem-solving abilities, the Project Manager ensures projects are executed efficiently, risks are mitigated, and project outcomes meet or exceed expectations. This role requires excellent organisational skills, attention to detail, effective communication, and the ability to thrive in a fast-paced and dynamic environment.</p>	
<b>Key responsibilities:</b>	
<p><b>Project Planning and Execution:</b></p> <ul style="list-style-type: none"> <li>• In consultation with relevant project sponsor, develop and execute project plans, including defining project scope, objectives, deliverables, and timelines.</li> <li>• Coordinate project activities, allocate resources, and monitor project progress to ensure timely completion.</li> <li>• Identify and manage project risks by developing risk mitigation strategies and contingency plans.</li> <li>• Conduct regular project meetings to track progress, address issues, and ensure alignment with project goals.</li> </ul> <p><b>Budgeting and Resource Management:</b></p> <ul style="list-style-type: none"> <li>• In collaboration with the relevant project sponsor, develop project budgets and monitor project expenditures to ensure adherence to approved budgets.</li> <li>• Collaborate with stakeholders to identify resource requirements and address any resource constraints.</li> <li>• Engage with identified resources effectively and efficiently to accomplish project goals.</li> </ul> <p><b>Team Coordination and Leadership:</b></p> <ul style="list-style-type: none"> <li>• Lead and motivate cross-functional project teams, ensuring clear roles and responsibilities are defined.</li> </ul>	

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- Foster a collaborative team environment and promote effective communication and collaboration.
- Provide guidance and direction to team members, resolving conflicts and addressing performance issues.

### **Stakeholder Management:**

- Identify project stakeholders and establish effective communication channels.
- Regularly communicate project status, updates, and milestones to stakeholders.
- Manage stakeholder expectations and address any concerns or issues that may arise.

### **Project Documentation and Reporting:**

- Develop and maintain project documentation, including Project on a Page (PoP), project plans, schedules and action plans, status reports, evaluation etc.
- Prepare and present project reports to stakeholders, highlighting key achievements, challenges, and next steps.
- Ensure that all project documentation is accurate, up-to-date, and accessible to project team members.
- Other duties as required by management.

### **General:**

- Compliance with organisational policies and procedures, legislation, Work Health and Safety and diversity.
- Maintain the customer service culture, and present professionally to all people at all times.
- Maintain and promote Goodwin's reputation as a quality organisation.
- Communicates and interacts with all consumers in a dignified and respectful manner.
- Commitment to quality systems and continuous improvement.

### **Selection criteria:**

#### **Essential requirements:**

- Bachelor's degree in a relevant field (e.g., Project Management, Business Administration).

#### **Essential skills:**

- Proven experience in project management, including planning, executing, and managing projects of various sizes and complexities.
- Strong knowledge of project management methodologies, tools, and techniques.
- Excellent communication, interpersonal, and leadership skills.
- Experience of producing reports, and statistical information in well-structured formats that are grammatically correct with good spelling and punctuation.
- Demonstrated experience in organising meetings, including preparation of meeting agendas and effective, efficient and high-quality minute-taking skills.
- Sound problem-solving and decision-making abilities.

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- Ability to manage multiple projects simultaneously and prioritise tasks effectively.
- Proficiency in project management software and tools
- Advanced knowledge and experience in MS Office, particularly Word, Excel and PowerPoint.

### Desirable skills:

- Have an understanding of the aged care sector.
- Prior experience in the implementation of systems & procedures.

### Personal attributes:

- High ethical standard, is trustworthy and confidential.
- Works well individually and as a team member.
- Shows respect for cultural diversity in all communications and interactions with co-workers and consumers.
- Adapts to changing environments and demands.
- Enthusiastic, energetic, projects a positive image.
- Good attention to detail, efficiency and effectiveness.

### Work health and safety:

- Take reasonable care for your own health and safety and the health and safety of others.
- Comply with any reasonable instruction by Goodwin.
- Observe and comply with the work health & safety policies and procedures of Goodwin.
- Report any identified hazards, incidents including near misses or injuries which arise in the course of your work, using Goodwin's reporting systems.
- Undertake WHS training where required, in order to perform duties.
- Participate and contribute to work health & safety practices to ensure a safe work environment.
- Ensure that workers observe and comply with the work health & safety policies and procedures of Goodwin.

### Position approval:

This position is approved under a Common Law Contract at a negotiated salary package.

### Authorisation:

This position description has been authorised as part of Goodwin's document management process. It comes into effect on the date indicated next to the signature.

<b>Signature:</b>	<i>Michael Holdom</i>	<b>Date:</b>	13/10/2023
<b>Position:</b>	Chief Operating Officer		
<b>PD Version:</b>	1.0		