



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	PROJECT MANAGER
Position no:	50050803
Team:	[Product & Content Technology]
Department:	Portfolio & Delivery Services
Location:	Ultimo
Reports to:	PROGRAM MANAGER PDS 30006603
Classification:	Technologist
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 7]
HR Endorsement:	16/08/2021

Purpose

Manage complex smaller technology projects from conception to closure, taking responsibility for delivery of all aspects of project management, including stakeholder engagement, scope, schedule, cost, quality, resourcing, integration, risk and issues management, reporting, and communications.

Key Accountabilities

Business Case Development

- Under broad direction, and in collaboration with project sponsors, P&CT leads, architects, change managers and program managers, prepare business cases for complex projects.

Project Governance

- Ensure projects adhere to ABC and PDS's process and qualitative standards.
- Supervise effective steering committees with appropriate stakeholder representation.
- Deliver complex projects in accordance with program and portfolio governance principles.
- Ensure the appropriate project benefit management plan is place.

Project Delivery

- Plan and deliver complex projects to agreed scope, schedule, and cost.

- Provide guidance to the team to ensure that functional, technical, and operational requirements are based on business objectives and are sufficiently captured.
- Monitor the progress against project management plans, including financials, schedules, resourcing, risks, and issues.
- Coordinate the delivery of work by project team members and impacted technology teams to successful outcomes.
- Coordinate the procurement processes, delivery and vendor relationships needed for a project, including the management of approaches to the market to acquire equipment, software, and services, in compliance with ABC procurement guidelines.
- Manage the organisational and technical changes needed for a project.
- Manage the project transition into operations and project closure.
- Develop effective working relationships and manage clear transparent communication and reporting with the project stakeholders.

ABC Policies and Values

- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications (e.g., engineering, project management, broadcasting) and/or equivalent extensive skills, knowledge, and experience. Relevant industry experience is desirable.
2. Demonstrated extensive experience in managing complex projects and project teams, to successful delivery.
3. Highly advanced planning and organisational skills with proven experience in achieving project deadlines, budgets, and project objectives.
4. Highly advanced communication, negotiation, interpersonal and stakeholder management skills with the ability to communicate with people at any level and work effectively both independently and as a member of a team.
5. High level of motivation and personal initiative, with effective leadership skills.
6. Highly advanced problem-solving skills with the ability to resolve very complex problems.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

