



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	PROJECT MANAGER
Position no:	50062130
Team:	[Product & Content Technology]
Department:	Portfolio & Delivery Services
Location:	Ultimo
Reports to:	PROGRAM MANAGER PDS 50055317
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 9]
HR Endorsement:	3/09/2021

Purpose

Manage the most complex large and medium 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 comprehensive business cases for the most complex large and medium sized projects.

Project Governance

- Ensure projects adhere to ABC and PDS's process and qualitative standards, including identifying gaps and opportunities for improvement.
- Manage effective steering committees with appropriate stakeholder representation.
- Deliver the most complex projects in accordance with program and portfolio governance principles.

- Ensure that the appropriate project benefit management plan is developed and delivered to enhance project success in line with business objectives.

Project Delivery

- Expertly plan and deliver the most complex large and medium sized projects to agreed scope, schedule, and cost.
- Identify and lead the strategic analysis needed to ensure that functional, technical, and operational requirements are based on business objectives and are sufficiently captured.
- Monitor and evaluate progress against project management plans, including financials, schedules, resourcing, risks, and issues, and proactively identify issues and opportunities.
- Manage and lead the delivery of work by project team members and impacted technology teams to successful outcomes.
- Manage 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.
- Continually review and manage the organisational and technical changes needed for a project at a very high level.
- Build transition plans and manage the project transition into operations and project closure.
- Develop strategic working relationships through effective communication, reporting, negotiation, and issues management to ensure stakeholders are engaged throughout the project and project deliverables are met.

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 significant skills, knowledge, and experience. Relevant industry experience is desirable.
2. Demonstrated significant experience in expertly managing the most complex projects and project teams, to successful delivery.
3. Highly developed planning and organisational skills with proven experience in achieving project deadlines, budgets, and project objectives.
4. Highly developed communication, negotiation, interpersonal and stakeholder management skills with the ability to communicate with people at the highest level and work effectively both independently and as a member of a team.
5. High level of motivation and personal initiative, with highly developed leadership skills.
6. Significant analytical, problem-solving, and reasoning skills with the ability proactively identify issues and opportunities and take appropriate action.
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.



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