

JOB DESCRIPTION

Project Lead

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: As an organisation we are **Imaginative, Respectful, Compassionate and Bold.**

At Uniting NSW.ACT is responsible for the social justice, community services and chaplaincy work of the Uniting Church in NSW and the ACT.

We provide care and support for people through all ages and stages of life, with a focus on people experiencing disadvantage and vulnerability. Our purpose is to inspire people, enliven communities and confront injustice.

We value diversity and always welcome everyone exactly as they are. We are one of Australia's largest and most trusted Service Providers for Children, Youth and Family programs which is made up of a team of diverse, purpose-led people who really are making a difference to the world around them.

ABOUT THE ROLE

Role Purpose

The Project Lead supports Communities through project and program implementation, supporting change and growth to align with strategy. The Project Lead will complete status reporting, risk management, escalation of issues that cannot be resolved locally and in general, making sure the project is delivered within budget, on schedule, and within scope.

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the team through the following:

- Maintain a high standard of conduct and work performance based on Uniting's values to promote our reputation with key internal and external stakeholders.
- Ensure integration and collaboration across Uniting programs to deliver seamless and impactful end to end services with the customer at the centre.
- Actively engage and participate in the performance management framework and review processes at Uniting.
- Act in a manner which upholds and positively reflects the Uniting Code of Conduct and Ethical Behaviour.
- Contribute to a culture of openness, feedback and productivity.
- Model, communicate and act in ways that are consistent with our values of Bold, Respectful, Imaginative and Compassionate.
- Take care of the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal) and in adherence to WHS policies and procedures.

- Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As a Project Lead, your role specifically will:

- Lead and drive projects across Communities, including developing, implementing and support project management skills across the Directorate.
- Define project scope and implementation plans in consultation with the project team and key stakeholders to ensure objectives are delivered in a timely and structured manner.
- Monitor and report on project milestones and delivery schedules.
- Identify, negotiate, plan and allocate resources (time, money, equipment, personnel etc.) required to successfully complete projects within budget.
- Lead the development of programs, including the design of a robust project management framework, setting of priorities, monitoring of key project milestones and managing the process from start-up to initial implementation.
- Identify requirements needed in the short to medium term to facilitate both the ongoing development and refinement of the program.
- Provide end to end project management of funding opportunities including grants, tenders and social impact bonds through to successful execution.
- Manage key stakeholder and service delivery involvement to ensure project outcomes are delivered within agreed timeframes.
- Develop and implement strategies which promote flexibility and timely responses to changing priorities for projects.
- Evaluate outcomes of projects.
- Manage and assist in budget preparation, monitoring and expenditure for new projects
- Prepare reports as required.
- Establish and maintain appropriate accountability and communication structures within each program.
- Ensure relevant policies, procedures and guidelines are formulated, communicated and implemented for the specific programs.
- Ensure key stakeholders receive regular updates.
- Model and demonstrate constructive working relationships and information exchange.

ABOUT YOU IN THE ROLE

As a staff member of Uniting, you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate: Communities
You'll report to: Business Development Hub Manager

Key relationships

Who	Why
Internal*	
Heads of	<ul style="list-style-type: none"> • Across all portfolios within Communities to; support, escalate issues, keep informed and advise
Business Development Hub Manager	<ul style="list-style-type: none"> • Keep informed, support, escalate issues, advise and receive instructions

Who	Why
Operations Managers / Leads, Communities	<ul style="list-style-type: none"> Advise and collaborate with as required
Enabling Functions [HR, IT, Finance, Risk and Legal, Marketing, Communication, Property]	<ul style="list-style-type: none"> Collaborate and consult with each enabling function to ensure all projects delivered are within time and on budget to achieve the best outcome Utilise the skills and knowledge within each of the enabling teams to mitigate any risk for each project Actively partner to drive a culture of continuous improvement within teams
External	<ul style="list-style-type: none">

YOUR KEY CAPABILITIES

Individual leadership

- Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

Business Acumen

- Organisational Operation** - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
- Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
- Develops and Grows the Business** - Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
- Makes Sound Decisions** - Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

QUALIFICATIONS & EXPERIENCE

Qualifications:

- Tertiary qualification in Project Management, or equivalent and relevant to the field of work.
- Project Management certification (PMBOK, PRINCE2, AGILE or similar).

Experience:

Typically, this role will require five (5) or more years' experience in your field of expertise. You will have excellent written and verbal communication skills, be organised, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will possess good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

- Demonstrated ability to apply Project Management methodologies (Prince2 and PMBoK) and disciplines
- Experience with project management software tools e.g. Microsoft project, JIRA or similar.
- Experience with or knowledge of Not for Profit entities, primary health care, local health districts and the mental health care sector across Australia.
- Proven ability to achieve outcomes within agreed timeframes and budgets and under time pressures.
- Comprehensive understanding of the project management life cycle and an ability to track and report against milestones.
- Proven track record in stakeholder management, including an ability to build relationships and strategic partnerships.
- Capability in financial/budget management and KPI reporting.
- Broad understanding of processes and systems required to develop and support newly established programs.
- Advanced computer skills required for MS Office programs including Word, Excel, PowerPoint and Project.

Employee Name:	Click here to enter text.	Manager's Name:	Click here to enter text.
		Title	Business Development Hub Manager
Date:	Insert date	Date:	Insert date
Signature:		Signature:	