**JOB DESCRIPTION**

 **Senior Project Manager**

# **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, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

As a Project Manager will play a key role in ensuring projects achieve desired benefits.

This role will focus on implementing new systems and changes to systems. You are responsible for implementing system, data, and process changes.

Throughout your career so far, you’ve implemented software solutions to solve complex business challenges by getting hands on throughout the project life cycle and seeing the implementation come to life.

Ideally, you’ll have extensive project delivery experience, and be used to working with agile teams. You’ll have strong stakeholder management skills, an ability to think on your feet, lead teams, and drive towards results.

You’ll be a team-player, self-motivated and with great interpersonal skills.

# ROLE KEY ACCOUNTABILITIES

You will be an integral member of the project delivery team in the IT department through the following:

* Provide delivery leadership for the projects or portfolio of projects assigned
* Providing analysis of relevant research and operational information and assisting managers to evaluate and integrate the information they receive.
* Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular reports.
* Share best practices/learning across the Project delivery portfolio to continually enhance the project delivery framework in Uniting.
* Actively promoting safe work practices in the workplace during all activities consistent with Uniting’s policies and comply with all WH&S legislation, 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.
* Focus on leading and managing the implementation of projects by working with the, product owner and SME’s to design data, system, and functional changes.
* Contribute towards the efficiency and effectiveness of your project team
* Contribute to ensure the project is delivered on time, and of a high standard/quality
* Participate in your team’s operating rhythm and provide progress updates through agreed forums and channels
* Engage effectively with the Change Lead and Program Manager for relevant change management activities

# **ABOUT YOU IN THE ROLE**

**Your classification:** Non-Award

**Your directorate:** ITSC

**You’ll report to:** Digital Delivery Lead

**Your key relationships:**

ITSC staff, Change Management Team, Program Sponsors, Program Manager, Business Managers, Project Managers, Business Subject Matter Experts, Project Team, Internal Communications Team, Customer Experience and Marketing Team, Vendors, Business end users

# **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:**

* Bachelor qualification in a relevant field or equivalent experience.

**Experience:**

Typically, this role will require 5 or more years’ experience in your field of expertise. You will have excellent written and verbal communication skills, be organized, 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 be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

* Must have experience as a squad Scrum Master / PM
* Minimum 5 years of Project or / Agile experience relating to IT and/or business projects
* Experience with SAFE Agile methodologies
* Facilitate the backlog grooming, Stand-Ups planning session and guide the team through Agile journey in Uniting.
* Successfully managed and implemented complex projects up to $5m
* Ability to clearly articulate messages to a variety of audiences
* Ability to establish and maintain strong relationships
* Ability to influence others and move toward a common vision or goal
* Ability to multi task and keep track of multiple project or Agile trains
* Flexible and adaptable; able to work in ambiguous situations
* Resilient and tenacious with a propensity to persevere
* Forward looking with a holistic approach
* Organised with a natural inclination for planning strategy and tactics
* Problem solving and root cause identification skills
* Able to work effectively at all levels in an organisation
* Must be a team player and able to work collaboratively with and through others
* Acute business acumen and understanding of organisational issues and challenges
* Full end-to-end system implementations
* A demonstrated passion for social change and contributing to an organisation of influence for the most disadvantaged
* Broad experience in integrating user and technical input and knowledge to achieve business outcomes

**Even better:**

* Graduate or post graduate studies in a related field
* Experience with large scale enterprise or transformational efforts
* Agile Certification
* Foster delivery discipline and transparency by leveraging Project management tools like JIRA etc.
* Experience in implementing process change and IT systems across a broad geographical area.
* Experience in effective use of the suite of Office365 tools and their implementation across diverse business scenarios

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| **Employee Name:** |       | **Managers Name:****Title** |            |
| **Date:** |       | **Date:** |       |
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