**Senior Project Manager – Position Description**

Great opportunity to join a growing team as a Senior Project Manager.

CBD Offices | Great culture | Flexible working

We are currently looking for a **Senior Project Manager** to join our Project Services team on **a permanent basis**, where you will be responsible for supporting projects for some of our largest Australian clients.

**This will include:**

* Set up project plans for several projects, work with Project Managers.
* Plan and develop project schedule
* Assist with the allocation of project resources
* Manage the delivery of projects, ensure they are delivered on time and within budget
* Perform all administration functions related to projects
* Provide regular and ad hoc reporting out of planning tool, tagging, and formatting projects.
* Co-ordinate meetings with a variety of stakeholders, including vendors, and managers.

**To secure and succeed in this role, you will need:**

* Relevant Project Management Qualification or Certification (Prince2, PMP, or equivalent)
* Strong working experience with MS Projects and MS Excel.
* Hands on experience as a Project Coordinator or similar, managing/ supporting several projects simultaneously.
* Exceptional verbal, written and presentation skills.

**Internal – Competencies Required**

Communicating openly and effectively

* communicates clearly and effectively
* engages listeners by actively listening through maintaining eye contact and showing genuine interest in others
* uses appropriate communication methods (phone, face to face, email etc.) according to the content and nature of the information being communicated
* adapts own style to suite the audience
* influences others using persuasive arguments

Influencing

* builds on the suggestions of others
* uses well researched arguments
* identifies additional people/facts to support ideas/plans
* directly relates advantages or benefits of an idea or plan to others’ needs
* gains commitment
* gains team acceptance to new approaches/change in business
* anticipates areas of agreement
* anticipates potential objections
* generates additional options
* seeks win-win solutions
* recognises when compromise is necessary

Leading Others

* identifies managers’ development needs
* demonstrates personal commitment to leadership values
* supports others to achieve goals
* adopts the role of coach and/or mentor
* secures resources to support development efforts
* consistently leads by example, role models expected behaviour
* supports performance and development framework of the business
* inspires internal stakeholders (staff, management)
* inspires external stakeholders (customers, shareholders)
* mentors/coaches talented managers
* reinforces strong business performance

Results Orientation

* ensures that all assigned tasks are allocated
* ensures that all assigned tasks are completed
* ensures that all team members have resources to work efficiently
* establishes a process to be kept informed of issues and results
* meets project deadlines
* achieves team targets
* monitors delegated projects and/or functions to ensure that they are completed
* streamlines projects and functions to ensure efficient outcomes
* demonstrates drive and determination to maximise team performance
* shows commitment to the achievement of business goals
* consistently strives to exceed and improve upon results
* remains focused when faced with multiple demands without losing sight of the desired outcome
* exceeds team targets