



## Position Description

Created: July 2020

**Position Title:** Quality Dementia Care Project Manager  
**EFT:** 1.0  
**Department:** Advocacy and Research  
**Location:** TBC

**Position reports to:** Executive Director – Advocacy and Research

**Position supervises:** No direct reports

**Purpose of Position:** The Quality Dementia Care Project Manager will be responsible for managing the end-to-end delivery of the various actions detailed in the Quality Dementia Care Action Plan (action plan). The Quality Dementia Care Project Manager will track and manage all action items through a rigorous project management approach. They will also provide advice and support to Dementia Australia functional areas and other organisations to help achieve the stated objectives of the action plan. This position will also be responsible for managing the various internal and external stakeholder relations to ensure effective communications around the progress of the action plan and achievement of objectives.

Position Objectives and Responsibilities	
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Managing alignment of this project with corporate strategy and departmental objectives</li> <li>Building effective relationships at management &amp; operational levels</li> <li>Seeking opportunities for continuous improvement of project delivery methods and outcomes</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>Developing &amp; monitoring project plans (delivery plan &amp; resource plan) &amp; managing deliverables in line with plans</li> <li>Developing &amp; monitoring project budget &amp; managing expenditure within budget</li> <li>Defining and managing project scope and controlling variations in scope</li> <li>Developing &amp; monitoring project risks &amp; issues registers and ensuring ongoing management of risks and issues, escalating where necessary</li> <li>Preparing project status reports – incorporating updates on delivery, financial &amp; risk reporting and presenting the same to Steering Committees and other forums as required.</li> <li>Defining project benefits/KPI's at project outset</li> <li>Tracking of benefits realisation &amp; reporting throughout project lifecycle</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement various actions as part of the project</li> </ul>
<p><b>Relationship Management</b></p>	<ul style="list-style-type: none"> <li>• Manage both internal and external stakeholder engagement to maximise achievement of stated project objectives</li> <li>• Manage regular and timely communication to both internal and external stakeholders</li> <li>• Identifying &amp; managing impacts arising from the project for Dementia Australia operations and business readiness and manage handover where appropriate</li> <li>• Keep the Executive Director Advocacy and Research advised on any emerging risks and opportunities for Dementia Australia arising from the work on the project.</li> </ul>
<p><b>Organisational Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Adhere to, and comply with organisational policies, processes and procedures, using appropriate systems where required.</li> <li>• Communicate and act in ways that are consistent with the organisation's values.</li> <li>• Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation</li> <li>• Support and promote the work of the organisation, maintaining a positive image of the organisation</li> <li>• Encourage and maintain a collaborative working environment to ensure buy-in, and participation from staff</li> <li>• Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus</li> <li>• Apply and uphold the principles of a respectful, inclusive and diverse workplace, free from discrimination, harassment or bullying</li> <li>• Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy.</li> </ul>

**Qualifications:**

- Accreditation in project or change management methodologies desirable.

**Experience, Skills and Knowledge:**

1. Minimum 7 years' experience leading projects from a business perspective. \*
2. Consultative, with an ability to manage effectively across functional and organisational boundaries. \*
3. Resilient, with an ability to lead and inspire people through periods of change and uncertainty. \*
4. Analytical, with the ability to de-construct complex issues and challenges and present them accordingly. \*

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5. Well organised, with an ability to manage time effectively and influence others accordingly. \*
  6. Influential, with the confidence to initiate conversations and negotiate compromises in difficult or tense situations. \*
  7. Enquiring, with an ability to navigate new and unfamiliar areas of knowledge and quickly assimilate learnings.
  8. Perceptive, with an ability to engage in risk-based planning and decision making.
  9. Forward thinking, with the ability to analyse a situation strategically and operationally.
  10. Articulate, with an ability to adjust communication styles and content for a given audience.
  11. Action oriented, with an ability to foresee and overcome obstacles to project delivery or achieving objectives.

\* *Key selection criteria*

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**Conditions of Employment:**

- A six month qualifying period applies to all new incumbents.
- Salary packaging is available.

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**Additional Requirements:**

The (prospective) employee will be required to:

1. Maintain a current driver's licence in the relevant state.
2. Provide evidence of entitlement to work in Australia, the maintenance of such entitlement being critical to continuance in the role.
3. Undertake a Police Check prior to being offered the position.
4. Be flexible in work hours at times to meet the reasonable demands of this position.
5. Be willing to undertake travel as may be required with the position.

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**Signatures:**

The employee's signature indicates:

- that the employee has read, understood and accepted this Position Description.
- that the employee is not aware of any condition (physical or psychological) which may negatively impact on his/her ability to carry out the duties as described.

**Employee:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Manager:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_