**PROJECT MANAGER**

**(2 Years – Full-Time)**

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| **OVERVIEW** |
| **PROGRAM** | Assets and Development |
| **POSITION REPORTS TO** | Director Assets and Development |
| **DIRECT REPORTS** | To be confirmed |
| **DATE PREPARED** | 19 November 2020 |

**ORGANISATION CONTEXT**

**About**

Aboriginal Housing Victoria (AHV) is an Aboriginal community organisation responsible for managing over 1,500 rental properties for Aboriginal and Torres Strait Islanders living in Victoria. AHV’s vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

In addition to being the largest Aboriginal landlord in Victoria, AHV is the lead agency for Victoria’s Aboriginal housing and homelessness policy, *Mana-na worn-tyeen maar-takoort*. As the housing policy lead in the Aboriginal community, AHV has dual roles to hold the Government to account in securing the resources and reforms to implement the policy, while we support sector development to empower Victoria’s Aboriginal community to determine its chosen housing future. AHV is proud of the history and culture of the Aboriginal people of Victoria whom it serves.

AHV's housing services are targeted to those most in need of support. Through the provision of secure housing by an Aboriginal landlord, AHV helps strengthen and maintain Aboriginal communities and cultural ties.

**Values**

Aboriginal cultural values underpin AHV’s values. Our values provide an ethical framework within which all decisions are made and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non-Aboriginal community.

**Respect and support** for Aboriginal identity and culture and for our tenants and stakeholders

**Striving for excellence** through leadership in Aboriginal housing and best practice service delivery

**Integrity, trust and honesty** in all our business activities

**Collaborative relationships** with our community, tenants, government and stakeholders

**Kindness, compassion courtesy and dignity** in our relationships with our clients, our stakeholders and with each other

AHV is as a workplace taking active steps to stop men’s violence against women and has a zero-tolerance approach to violence in any form.

**PROGRAM INFORMATION**

AHV has successfully won a significant funding bid from the State Government to undertake maintenance and upgrade works to Aboriginal housing properties (known as the Aboriginal Rapid Housing Response Program (ARHRP)). The property portfolio of the bid includes approximately 2,000 self-contained units and five hostels and rooming houses located across the state.

PURPOSE OF THE POSITION:

The role of the Project Manager is to sit within AHV organizational structure to utilise AHV internal resources and current projects to drive cost, time, and resource efficiencies with the ARHRP Project. The role is accountable and responsible for working with the External Project Manager (who is dedicated to the ARHRP project) to identify where synergies with AHV projects can be achieved to deliver the best outcome for end users and ensure efficient deployment of capital.

The role will be key to adhering to tight delivery timeframes and meeting funding milestones throughout the project.

**KEY ROLES AND RESPONSIBILITIES**

* Determine and define project scope and objectives.
* Develop Project Management documentation including project plans, schedules, and resource plans with stakeholders.
* Predict resources needed to reach objectives and manage resources in an effective and efficient manner.
* Utilise industry best practices, techniques, and standards throughout entire project execution.
* Manage multiple projects to deliver outcomes for stakeholders.
* Manage contracts with contractors and suppliers by assigning tasks and communicating expected deliverables.
* Prepare timely and accurate report updates to project forecast costs and project schedules.
* Track and report on project delivery against project performance objectives for AHV Senior Management and required governance bodies.
* Maintain and develop strong staff and project stakeholder relationships, managing teams and contractors effectively.
* Understand and interpret contractual obligations and construction concepts.
* Prepare financial reporting for projects, working closely with the CFO to ensure projects remain on target.
* Ensure staff are supervised appropriately and supported in a way that achieves good outcomes.

**QUALIFICATIONS AND LICENSES**

* Current Victorian driver’s licence
* A relevant qualification, for example, Graduate Diploma in Project Management is preferred.

**KEY SELECTION CRITERIA**

* Awareness and appreciation of Aboriginal communities and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
* Proven track record in successful project management.
* Extensive experience in property / construction related projects.
* Experience in social housing will be viewed favourably.
* Excellent communication skills, both verbal and written.
* High level interpersonal skills, with a demonstrated capacity to work collaboratively with peers, staff and other stakeholders, and exercise influence in a range of contexts.
* Ability to work independently, including capacity to exercise effective personal judgement.
* Strong interpersonal and negotiation skills.
* Ability to multi-task and solve problems creatively.
* Sound understanding of project management software tools, methodologies, and best practices.

**EMPLOYMENT CONDITIONS**

* Terms and conditions of employment are as per the Contract of Employment.
* AHV is an equal opportunity workplace.
* AHV promotes a smoke-free workplace.
* A current National Police records’ check and relevant valid state Working with Children Check are required.
* Attend mandatory and other training as required.

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| **Manager** |  | **Date** |  |
| **HR** |  | **Date** |  |
| **CFO** |  | **Date** |  |
| **CEO** |  | **Date** |  |