

Agile Iteration Manager

Status:	Full-Time (9-month contract)
Level:	Level 5.1
Salary:	\$84,844.01 per annum + super + salary sacrifice option
Reports to:	Project Lead – RBA and Agile
Location:	Brisbane

WHO WE ARE

Why do we exist?

Our purpose

Multicultural Australia exists to create a welcoming, inclusive, and economically stronger community. This is an agenda shared with many others. Our part is to ensure that new Queenslanders are included, skilled and thriving. We are passionate about promoting positive conversations about inclusion.

Our Vision

A trusted Queensland not-for-profit, creating welcome and inclusion for new Queenslanders. Exceeding stakeholder expectations by delivering exceptional services, working with others to solve big issues and driving innovative projects that make a real difference.

Our Values

We are fiercely committed to human rights and demonstrating our values in our daily work. We show up for one another, we are faithful to our client's aspirations and we solve problems by finding the Third Way. We are ethical and strive for impact. We pride ourselves on being an organisation with the grit needed to effect real change.

What do we do?

Multicultural Australia delivers settlement services to refugees, migrants, international students and people seeking asylum in Queensland, while advancing a diverse, inclusive and multicultural community.

TEAM OVERVIEW

The Governance, Quality and Risk Team provides efficient, compliant, and flexible support services that exceed the needs and expectations of our stakeholders. We build and maintain positive relationships across the organisation and are focused on collaboration, communication and learning.

We aim to strike the right balance between compliance with legal, regulatory and quality frameworks with the needs of our staff to have uncomplicated and efficient processes that minimise red tape. We are committed to open, transparent and timely reporting and advice, the continual improvement of our services, and meaningful and friendly engagement with all staff.

YOUR ROLE

Multicultural Australia is introducing Agile as the way of working across IT and business projects, in an integrated Agile portfolio management and reporting framework.

The Agile Iteration Manager will support the Project Lead as directed in the development of Agile capability and maturity for staff in key projects.

This role requires a high level of communication skills as well as experience with setting up and maintaining systems to allow efficient access and retrieval of all critical documents.

HEALTH, SAFETY & WELLBEING FUNDAMENTALS

Multicultural Australia employees are considered safety leaders and are expected to contribute to a culture that supports health, safety and wellbeing of all staff, clients and stakeholders.

- We will all take appropriate action to prevent harm.
- We will never accept or condone work practices that impact on the health, safety and wellbeing of others.
- When identifying risk, we will mitigate where possible and report where appropriate.

QUALITY MANAGEMENT

Multicultural Australia are committed to quality assurance and continuous improvement. Everyone as part of their role must:

- Comply with policies, systems and procedures.
- Actively participate in identifying opportunities to improve our work.
- Communicate, clarify, commit to, and contribute to quality initiatives.

SELECTION CRITERIA

Qualifications, licences and probity

1. Possession of tertiary qualifications in the field of Project Management, or a combination of qualifications and relevant experience.
2. Valid Queensland Driver's License
3. Possession of, or willingness and eligibility to obtain a Blue Card (Working with Children Suitability Card in accordance with the Commission for Children and Young People and Child Guardian Act 2000),
4. National Police Clearance Check.

Essential Skills/Experience

1. Demonstrated experience using the Agile project management methodology in a complex business environment.

2. Demonstrated ability to establish and maintain positive, collaborative and productive working relationships with key business stakeholders at all levels to facilitate engagement with compliance and quality processes.
3. Strong written and verbal communication skills with the ability to communicate well in a cross-cultural working environment.
4. Excellent organisational skills, working to deadlines, maintaining confidentiality and attention to detail.

Desirable Skills and/or Experience

1. Experience working in a not-for-profit organisation.
2. Ability or willingness to provide small group training.

Responsibilities

1. Support the development of Agile capability and maturity for staff in key projects.
2. Develop and maintain the Multicultural Australia Flight Plan wall and in Lucid.
3. Ensure that backlog and release plans are maintained and accessible to teams.
4. Develop, monitor and communicate team reporting and metrics.
5. Ensure commonly used Agile ceremonies such as Daily Stand-ups & Sprint Planning are booked.
6. Assist in the development, planning and delivery of a portfolio of work for project teams.

And all other duties associated with the position.

This position description will be reviewed biennially or when required.