

Date Created: July 2021

Position Title:	Project Manager – website redevelopment
EFT:	1.0
Department:	Marketing
Location:	TBC
Classification:	Social and Community Services Employee Level 4; Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS Award)
Position Reports to:	Marketing Effectiveness Lead
Position Supervises:	NIL
Delegation of Authority level:	NIL

About Us:

Dementia Australia is the national peak body and source of trusted information, education and services for the estimated half a million Australians living with dementia, and the almost 1.6 million people involved in their care. We advocate for positive change and support vital research. We are here to support people impacted by dementia, and to enable them to live as well as possible. Our commitment to a shared set of values shapes our decisions, actions and behaviours towards achieving our core purpose and strategic priorities.

- **We connect** by promoting a people centred way of working and respecting all
- **We collaborate** in a supportive manner with each other, other teams, clients and external parties
- **We commit** to our purpose and direction, accountable for our actions and support the innovations, reshaping the way we do things

Purpose of Position:

The Project Manager – Website Redevelopment will be required to manage 2-3 concurrent projects with responsibility for end-to-end delivery. The projects will be primarily focused on the redevelopment of the website ecosystem including the development of website personas, documentation of website requirements and evaluation of website platforms. They will also provide project management support for the development of an Inclusive communications framework. The Project Manager is required to work closely with the Marketing team subject matter experts and to develop and manage relationships across the organisation and with vendors to support meeting organisational objectives.

Position Objectives and Responsibilities

Project Management

Develop and monitor project plans (business proposals, delivery plan and resource plan) and managing deliverables in line with plans.

Develop and monitor project budget including forecast and expenditure

Define and managing project scope and control variations in scope.

Develop and monitor project risks and issues registers and ensuring ongoing management of risks and issues, escalating where necessary.

Prepare project status reports – incorporating updates on delivery, financial & risk reporting for a variety in internal audiences and presenting the same to Steering Committees and other forums as required.

Maximise opportunities for business improvement through project analysis and delivery.

Manage stakeholder/end-user engagement and coordinate project communications, change processes and mitigation activities.

Develop and maintain effective working relationships with stakeholders at all levels, internal and external, to successfully achieve business outcomes.

Leadership

Build effective relationships at both management and operational levels

Seek opportunities for continuous improvement of project delivery methods and outcomes

<p>Communication and Team Work:</p>	<p>Develop strong, positive relationships within Dementia Australia, with colleagues in the same team and across departments, ensuring consultation and inclusion of key internal stakeholders in each project</p> <p>Promote an awareness of the needs of people with dementia, and their carers from special needs groups including those from diverse cultural backgrounds, people who identify as being LGBTIQ, Aboriginal and Torres Strait Islander people, and people living in rural and remote areas.</p>
<p>Organisational Responsibilities:</p>	<p>Communicate and act in ways that are consistent with the organisation's brand and values.</p> <p>Support and promote the work of the organisation, maintaining a positive image of the organization in accordance with the Code of Conduct.</p> <p>Apply and uphold the principles of a respectful, inclusive and diverse workplace, free from discrimination, harassment or bullying</p>
<p>Policies and Procedures:</p>	<p>Adhere to, and comply with organisational policies, processes and procedures, using appropriate systems where required.</p> <p>Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation.</p> <p>Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus.</p> <p>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.</p>

Qualifications:

- Accreditation in project management methodologies desirable

Experience, Skills and Knowledge:

1. Minimum 5 years' experience working in projects that require co-ordination across different functions of the business and external vendors*
2. Proven experience managing digital focused projects including end to end customer journey mapping, website design and development*
3. Consultative, with an ability to manage effectively across functional and organisational boundaries.*

4. Analytical, with the ability to de-construct complex issues and challenges and present them accordingly.*
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. Action oriented, with an ability to foresee and overcome obstacles to project delivery or achieving objectives.
8. Enquiring, with an ability to navigate new and unfamiliar areas of knowledge and quickly assimilate learnings.
9. Perceptive, with an ability to engage in risk-based planning and decision making.
10. Forward thinking, with the ability to analyse a situation strategically and operationally.
11. Articulate, with an ability to adjust communication styles and content for a given audience.

*Key Selection Criteria

Conditions of Employment:

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

Additional Requirements:

1. Maintain a current driver's licence in the relevant state. Access to and willingness to use own car (with reimbursement) for travel.
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, and other relevant checks as required, 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.

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 (legal, physical or psychological which may negatively impact on his/her ability to carry out the duties as described.

Employee:

Manager:

Name: _____

Name: _____

Date: _____

Date: _____