|  |  |
| --- | --- |
| Position title | **Project Manager -** **Outcomes Framework** |
| Position reports to | Practice Lead – Project Management |
| Work level | 1 [ ]  | 2 [ ]  | 3 [ ]  | 4 [x]  |  |
| Group and team | Business Solutions – Project Delivery |
| Location | Onsite at the Hub in Melbourne CBD or Hybrid |
| Employment type | Fixed Term 12 Months |
| Direct reports | None |
| Why choose Beyond BlueBeyond Blue has been providing supports and services to people in Australia for over 20 years.We are Australia’s most well-known and visited mental health organisation, focused on supporting people affected by anxiety, depression and suicide. We are inspired by our vision that ‘all people in Australia achieve their best possible mental health’ and are driven by our mission to work with the community to improve mental health and prevent suicide. We aim to achieve this through three strategic priorities: 1. Promoting mental health and wellbeing
2. Being a trusted source of information, advice and support
3. Working together to prevent suicide

At Beyond Blue the community is at the heart of everything we do. By joining our team you’ll be involved in meaningful work, collaborating with a cross-section of colleagues, partners, and community right across Australia. We offer our team opportunities to support and learn from one another, build capabilities, celebrate successes along the way, and generous not-for-profit salary packaging options. Your mental and physical health are important to us – we offer a range of wellbeing initiatives, including an Employee Assistance Program, a comprehensive Flexible working policy, ensuring you have safe and effective ergonomic support no matter where you work, as well as employee-led groups and initiatives. We strive to live our organisational values of **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity** to help create a happy, safe and productive work environment. |
| About the role |
| Role description | The Project Manager Outcomes Framework will lead and manage the end-to-end delivery of Projects across the business and supporting squads. They will manage delivery of initiatives from business requirements definition and solution selection, through to build, implementation and continuous improvement. The overarching purpose of this position will be leading a cross functional team to successfully deliver Projects on time, on budget and of the highest quality standard. |
| Key accountabilities  | Area of accountability* Manage the delivery of initiatives across a broad range of business process and technology domains.
* Act as leader and Scrum Master to facilitate Agile ceremonies
* Leading solution design teams, project planning, scheduling and task management, risk and issue management, stakeholder management, resource co-ordination, status and financial reporting to stakeholders at all levels and vendor management against contracts.
* Gathering and preparing of people, process and technology requirements.
* Preparing general and project procurement contracting documentation – i.e. SOW,RFP, schedules, status updates, project registers, data management plans, etc.
* Ensure ongoing effective development, monitoring and evaluation of projects, including preparing and managing post implementation reviews and an implementation plan for next stage of the project where relevant.
* Always conduct the project according to Beyond Blue’s mission, vision and values.
* Undertake appropriate procurement of suppliers, equipment, services and resources in line with all relevant organisational policies.
* Engage with relevant business owners and subject matter experts to ensure accurate delivery of project accountabilities, in line with the project objectives.
* Ensure organisational interdependencies are well planned for, communicated and managed to enable effective delivery of priorities.
* Stakeholder engagement, management and facilitation so that the planned change is aligned to the project vision, and Beyond Blue’s business plan.
* Manage project to deliver against the approved project deliverables, budget, plan and schedule.
 |
| What we are looking for |
| Capability | Of the eight capabilities listed in our capability framework, the following behaviours are critical for role success (must already be demonstrating at the expected competence to step into the role)**Communication*** Uses vocabulary that is appropriate to the audience, is culturally inclusive and aligns language to Beyond Blue values
* Begins with the end in mind; analyses the audience and selects content that is fit for purpose
* Communicates clearly and concisely, explaining facts, concepts, practices and policies to others within the scope of their role. Demonstrates enthusiasm for content
* Engages in active listening and has an awareness of own and others communication styles and adapts accordingly
* Is accessible, responsive and builds rapport, actively reaching out to engage or work with others and is conscious of nonverbal communication style

**Community centricity** * Values community engagement and demonstrates sound knowledge of community centric principles
* Demonstrates active listening without judgment and observation of non-verbal cues to establish rapport
* Has foundation knowledge of mental health and suicide prevention topics including the risks and protective factors, and the importance of self-care
* Uses inclusive language and practices when working with or talking about different communities
* Demonstrates empathy and understanding of mental health and & suicide prevention, respects lived and living experience of mental health and uses it to inform work

**Innovative mindset*** Shows openness and enthusiasm to learn and curiosity to try something new; is not afraid to fail or make mistakes
* Asks relevant and thoughtful questions as part of day-to-day work
* Generates and shares suggestions for improvement on routine work activities
* Reflects regularly to draw out learning for continuous improvement and improve own output and at a team level
* Reflects on how new ideas or emerging trends could be embedded into work

**Digital discovery*** Is committed to competently learning and confidently using technology and digital platforms in daily work to increase efficiency and effectiveness
* Uses online collaboration tools to connect, communicate and collaborate with others, and visually manage work with teams and squads
* Protects user and community data safely in adherence to Beyond Blue data governance, IT security and privacy policies
* Sources research in a relevant and productive way, and evaluates reliability of online information and data sources to inform work
* Uses technology creatively and critically to meet community expectations and business needs

**Partnering*** Actively engages to build rapport with stakeholders
* Works proactively and collaboratively within own team, and with other teams to achieve shared goals
* Anticipates and ensures accountable, respectful and responsive partnership management
* Understands the current operating environment and external market and how this impacts on own area of work
* Has functional level of financial acumen and shows awareness of the commercial context within own team/business area

**Agility*** Remains open and enthusiastic positive to change, sees the learning opportunities
* Provides early and frequent value while accepting ambiguity and adapting to changing priorities
* Explores alternative approaches, methods, or ideas to test ways of working.
* Values and promotes fit-for-purpose progress over perfectionism with the capacity to spring back, learn and rebuild after setbacks
* Organises work into logical sequences and delivers the work, often in sprint cadence, using a backlog of work. Engages SMEs where necessary based on objectives

**Critical thinking*** Leverages data, details and context when problem solving and can synthesise, report on, and use information and research to support thinking
* Understands Beyond Blue strategy and how individual work connects to organisational success and takes responsibility for delivering on results
* Considers the implications, risks and impacts of own approaches and decisions
* Seeks subject matter experts and others' opinions or evidence to help inform decisions, solutions or practices
* Documents process as a diagnostic for visibility and clarity

**Leading*** Understands performance expectation, shows accountability, demonstrates initiative and is receptive to giving and receiving feedback
* Lives the values on a daily basis; demonstrates optimism
* Understands individual strengths and seeks opportunities to continuously grow and improve
* Contributes to a culture where others feel they are respected, included and valued; is inclusive of others, engages in cultural awareness activities and promotes inclusive language
* Respectfully addresses colleagues exhibiting undesirable behaviours, and complies with Beyond Blue’s policies and procedures
 |
| Selection criteria | **Knowledge/skills/experience*** Bachelor’s degree in business, IT or another related field.
* Project Management Institute Project Management Professional (PMP) Certification or equivalent.
* SCRUM Master Certification.
* Extensive experience in leading Business Intelligence Insights & Analytics Projects and organisational change management.
* Demonstrated experience in leading the delivery of scope of work using Agile SCRUM Methodology.
* Minimum of 3 years of work experience in managing general business initiatives via Agile & Lean approaches, including people, process and technology implementations, with a proven track record of successful outcomes.
* Proven ability to manage complex and large, technology initiatives with knowledge and skills in planning, scheduling, resource identification and coordination, task and activity monitoring, risk and issues management, budget management, status reporting to all levels of stakeholders and overall delivery against defined objectives, methods and outcomes.
* Strong knowledge of and experience with project management methodologies and tools including hybrid, Waterfall, Agile and Lean approaches.
* Demonstrated ability to prepare a variety of documentation types to a high standard including briefing notes, correspondence and reports with a high level of attention to detail, and the ability to conceptually analyse and synthesise information.
* Exceptional communication and stakeholder management skills including ability to proactively resolve conflict or issues. This includes internal and external stakeholder needs assessment, facilitation, meeting quality standards for services, evaluation of stakeholder satisfaction, and the ability to build and maintain working relationships
* Demonstrated experiences coordinating contracts, projects and/or partnerships with external parties.
* Must be highly organised and capable of organising activities, managing competing priorities, managing to a budget and remaining calm under pressure.
* Excellent written and verbal skills with experience writing reports for Board and Audit Committees.
* Flexible, can do attitude – must be flexible, easy going with a proactive "can do" attitude.

**Desirable*** Experience in a similar industry sector – i.e. NFP, public sector, etc
* Strong understanding of technology concepts and applications within a business context
* Experience with problem solving methodologies
 |
| Additional information |
| Fairness and equality | Health, safety and wellbeingBeyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy.Equal opportunityBeyond Blue is an equal opportunity employer. All employees have a responsibility to be familiar with and adhere to the organisation’s policies and procedures.Cultural competency Beyond Blue strives to maintain a culturally competent and inclusive workplace. All employees are expected to undergo regular cultural competency training as part of their professional development plans.Employment is subject to:* a current Police Record Check
* proof of the right to work in Australia.
 |