

Position Description

Position Title:	Project Manager
Role Type:	Fixed Term
Award and Level:	Social, Community, Home Care and Disability Services Award Level 5
Background	
<p>Palliative Care South Australia (PCSA) is a leading charity and independent peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in South Australia. PCSA was established in 1983 and is a membership-based organisation, supporting the individuals, families, carer's, community members, as well as specialist and generalist health care professionals working with South Australians experiencing serious illness, dying, death and grief. Collectively, the PCSA membership body holds tremendous knowledge and wisdom about the challenges the sector faces and the opportunities those challenges can bring. PCSA is a founding member of Palliative Care Australia.</p>	
Position Summary	
<p>This position reports directly to the CEO and is a key leadership role that managing project excellence of the organisation. Working under general direction, this position will be responsible for overseeing and effectively managing several projects to support the delivery of quality service to ensure continuous improvement of service delivery.</p>	
Main Tasks and Responsibilities	
<p>Project Management</p> <ul style="list-style-type: none">• Work with the CEO to identify projects and develop project scope, budgets, plans, roles and responsibilities and communication/engagement plans• Ensure delivery of project services in accordance with budget, activity plans, timelines and in line with client needs and best practice• Actively engage with project stakeholders and industry to ensure projects appropriately respond to identified needs• Ensure consistency in tone, language branding and quality across projects• Ensure project governance and documentation is in place for all projects, including steering or other committees• Provide technical and other information on projects• Conduct project reviews and prepare reports to the CEO and Board/Committees• Exercise effective contract administration• Prepare grants for submission• Coordinate people and resources within delegations to deliver project requirements• Maintain and track project timelines, progress and milestones, problem solving as required• Manage the project risks and issues, maintaining project registers and escalate risks if required• Ensure a consistent standard of quality is delivered for programs in accordance with regulations prescribed in relevant legislation, funding agency standards and internal policies• Work with other team members to ensure marketing, events, communications, engagements and operations meet the needs of the project and the same systems are used across the organisation• Meet or exceed project targets by effectively managing relationships and activities	
<p>Continuous Improvement and Strategy</p> <ul style="list-style-type: none">• Identify strategic and operational opportunities for the organisation to grow and develop in line with best practice and our mission	



- Work closely with the CEO to proactively identify and introduce innovation and best practice systems across the organisation
- Work with the CEO to identify and develop initiatives which increase reach and engagement

Staff Management

- Develop, maintain and be a role model for a strong working culture, leading the team to ensure quality projects are delivered on time and meet required outcomes
- Identify training and development gaps and ensure staff are provided with opportunities to improve their skills
- Manage the performance review process for staff
- Foster a work ethic among staff that is open to change and supports continuous improvement, collaboration, respect, and accountability
- Support the delivery of quality and professional service and identify opportunity for continuous improvement of service delivery
- Provide professional support, clear direction and mentoring to project staff
- Allocate staff resources effectively and efficiently to respond to the needs of the organisation

Other

- Ensure projects are agile to growth during a period of organisational expansion
- Other ad hoc support for the team as required

Notwithstanding the above, other duties as reasonably directed.

WHSE: Contribute to Positive Safety, Quality and Environment

- Promote a workplace that is free from bullying and harassment
- Take personal responsibility for complying with WHS policies and procedures
- Comply with Equal Employment Opportunity and Discrimination legislation
- Ensure that all work is planned and conducted in a safe manner and without risk to your own safety or that of coworkers and visitors to the business
- Participate in risk management activities to identify, assess, and control risks in the workplace
- Follow all reasonable work instructions, work procedures and practices to maintain the health and safety of yourself and others in the workplace
- Consistently demonstrate the organisation's values through all behaviours and decisions
- Ensure safety and ergonomics of your work area
- Report any hazards or incidents as soon as practicable to CEO

Key Attributes

Essential

- At least 5 years' experience in project management and staff management
- Budget development, management and tracking
- Demonstrated experience in contract, compliance and risk management
- Demonstrated background in delivering (collating and writing) reporting for multiple levels, reporting to governance committees, and overseeing multiple projects
- Strong written and verbal communication skills
- Strong leadership skills with the ability to provide clear direction to direct reports
- Knowledge of Microsoft Office Suite – including Visio, MS Project as well as CRM programs
- Stakeholder management
- Strong written and oral communication and interpersonal skills
- Coordinating tasks and prioritisation
- Proactive problems solver
- Negotiation and conflict management
- Strong sense of initiative and an ethos of continuous improvement
- Strong understanding of the range of lived experiences of people with life limiting conditions and their carers/family and the capacity to inspire people to embrace person and family centered approaches to care
- A shared passion and determination to play a key role in delivering the mission and vision of the organisation

Desirable

- Qualifications in Project Management

Our Inclusivity Statement

Palliative Care South Australia values diversity and is committed to creating an inclusive work environment. Recruitment and selection decisions are based on merit and not affected by irrelevant personal characteristics. We encourage people who identify with any of the following groups to actively seek employment with Palliative Care South Australia: Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ); Aboriginal and Torres Strait Islander (First Nations); people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disability.

TERMS AND CONDITIONS OF EMPLOYMENT

Requirements:

For acceptance of this position the employee must hold a current:

- National Police Check
- Current driver's license
- Right to work in Australia.

Conditions

- 6 month probation period
- Comply with organisational policies and standards of conduct
- Out of hours work may be required

EMPLOYEE ACKNOWLEDGEMENT (To be signed by the successful candidate)			
By signing below the Position Holder confirms:			
<ul style="list-style-type: none">• Receipt and understanding of the duties required• Agreement to fulfil the role to the best of his/her ability that he/she is not aware of any pre-existing conditions/impairments that might be affected by or impose limitations on the work to be performed; that failure to disclose any such conditions/impairments will mean indelibility to claim workers' compensation on those conditions/impairments which subsequently recur or worsen• Awareness of the requirement for the position			
This signed document will be kept on the position holder's personnel file.			
Employee Full Name		Signature	Date
Date Position Description (PD) Approved by CEO			