

Employee Position Description

Position Details		
Position Title: Project Manager	Department: Office of the CEO	Agreement: Victorian Stand Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
Reports To: CEO	Location: Richmond	
Direct Reports: None	Employment Status: F/T 12 month fixed contract	Classification: Grade 5
Position Primary Purpose		
<p>The Project Manager is a new position to better manager projects at Access Health and Community, which involve process improvements and business developments. As gatekeeper, documenter and time manager you will be expected to liaise with a range of stakeholders to fulfil project objectives on time and on budget. The role will report to the CEO by work closely with the COO and other members of the Executive Team and other project leaders. The projects span a range of areas from IT projects through to feasibility studies of business develop as well as process improvement projects.</p>		
Decision Making Authority		Key Relationships
<p>Decisions made independent of Manager</p> <p>Agreed elements and roles as outlined in project plans including liaison, time management, resource coordination as well as research and development.</p>		<p>Internal</p> <ul style="list-style-type: none"> • Report to CEO • Work with the CEO, COO in project management systems development • Work with Project Leaders in project development and execution • Work with other internal project participants. • Mental Health project team <p>External</p> <ul style="list-style-type: none"> • Consultants and contractors as identified in Project Plans • Clients and patients as identified in Project Plans.

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
Develop Project Management guidelines and procedures for implementation across AccessHC	<ol style="list-style-type: none"> 1. Assist the CEO and COO in establishing criteria for formal project management of projects 2. Recommend to the CEO and COO a revised project management framework for projects incorporating the role of the Project Manager. 3. Assist in the communication of revised system to management team.
Develop project plans for business plan projects	<ol style="list-style-type: none"> 4. Liaise with Project leaders and facilitate project scoping and formulation of key project steps. 5. Identify, coordinate and enlist human and other resources required for project fulfilment. 6. Consolidate required information into a clear project plan 7. Assist project leader in gaining project plan approval.
Ensure that projects are delivered on budget and on time	<ol style="list-style-type: none"> 8. Ensure that the multiple projects are staged across the year for an even workload 9. Act as gatekeeper and time manager in implementing individual project plans 10. Facilitate timely and positive interactions between project participants 11. Monitor and report on project performance.
Coordinate and document meetings and communications with project stakeholders	<ol style="list-style-type: none"> 12. Participate in meetings and information gathering and analysis in line with project plan 13. Consolidate information for stakeholder information and feedback 14. Ensure active communication with project leaders and CEO on project performance
Report on project outcomes	<ol style="list-style-type: none"> 15. Assist project leader in producing final project reports. 16. Where the project is a feasibility study, assist project leader in developing business case and project plans for full implementation.
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i>
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

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Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • Police Check (mandatory) • International Police Check (mandatory if lived/work os in past 10 yrs) • Driver's Licence <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> • Tertiary qualifications in Business, Engineering, Health, IT or related discipline • Minimum of 2 years' experience in a project management role within a business, social or health environment • Formal Project Management Qualifications or registration would be an advantage. • Proficiency in Microsoft Office and relevant software applications 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • Strong project management skills • Strong communication and interpersonal skills • Demonstrated ability to work in a team environment • Effective time management and prioritisation skills • Well-development presentation and report writing skills • High level of accuracy and attention to detail • Demonstrated behaviours consistent with AccessHC values
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p>	

Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>