

Job Description

Details

Job title	Senior Project Manager	Team	Finance
Reports to	Chief Financial Officer	Job status	2 year Fixed Term Contract
Direct reports	Nil	Hours	Full Time
Effective	September 2020		

Our Vision and Mission

Our Vision	For every sick child to have the best possible health care, with access to world class research and clinical treatment in a healing environment	
Our Mission	We help save children's lives and work wonders for sick kids and their families	
Our Values	Accountability	We aim to deliver high impact results, are accountable for our actions and resources and communicate this openly and honestly
	Recognition & Respect	We are respectful in all our interactions and committed to recognising others and valuing their contributions
	Care	We care for everyone we impact – the children always come first
	Working Together	We selflessly support and trust each other and our teams, share our ideas and goals, work hard, have fun and celebrate our achievements
	Excellence & Innovation	We strive for excellence, encourage innovation and develop our skills to achieve our best

Key Relationships

Primary internal relationships	Executive Management Team, Leadership Group, Innovation Champions
Primary external relationships	Vendors and Suppliers

The Person

- Qualifications**
- Project Management degree or equivalent
 - 5+ years' experience in senior project management role(s)

Skills and Experience

- Project Management**
- Sound understanding of a range of project management approaches suitable for strategic, IT and operational projects.
 - Demonstrated success at end to end project management, including sound budget and time management, process and work-flow mapping.
 - Demonstrated competency in written communication and capacity to manage and document key project elements
 - Project management software skills
 - Exceptional interpersonal skills, a collaborative style and ability to communicate effectively at all levels
 - Experience in developing, analysing and presenting project reports
 - Experience assisting clients defining and scoping needs and user requirements
 - Excellent time management skills
 - Self-starter with the ability to thrive in a small team
 - Natural aptitude, resilience, flexibility and alignment with the Foundation's values

Job Purpose

- Primary purpose of role**
- The Senior Project Manager is responsible for enabling and supporting the development and delivery of cross-organisational projects for the Foundation.

Key Responsibilities

- Planning**
- Develop a simple project framework and required documentation to create consistency, continuity and efficiencies for project management
 - Working closely with the EMT, CFO and project leads, assist with the scoping, business case preparation, planning and set-up of prioritised projects

Governance

- Assisting to set-up the relevant governance structures to ensure key working groups are in place, and the relevant meetings and terms of reference are scheduled and developed
- Work with system leads to prepare and maintain user manuals and how to guides in conjunction with People and Culture
- Work closely with the CFO and Director of People and Culture to ensure change management plans, are incorporated into project plans.

Delivery to timing and budget

- Establish and administer workshops and Steering Committee meetings (for appropriate projects), capturing meeting actions and circulating/following up actions
- Assist with the project management to deliver to project outcomes, timing and budgets.
- Develop reports to assist project meetings, governance and progress reporting to EMT
- Develop documentation as required by the Project owner, including contracts, schedules etc

Work Health & Safety

- Comply with and champion all Children's Hospital Foundation workplace health and safety policy and procedures
- Take reasonable care at work to ensure your own and others' safety
- Report all known or observable hazards

Competencies

Decision Quality

Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

Problem Solving

Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Strategic Agility

Sees ahead clearly; can anticipate future consequences and trends accurately; has board knowledge and perspective; is future orientated; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

Organising

Can marshal resources (people, funding, material, and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.

Process Management

Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see

	opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Managing Vision Purpose	Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organisations.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Technical Learning	Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product or technical knowledge; does well in technical courses and seminars.
Total Work Systems	Is dedicated to providing organisation or enterprise-wide common systems for designing and measuring work processes; seeks to reduce variances in organisation processes; delivers the highest quality products and services which meet the needs and requirements of internal and external customers; is committed to continuous improvement through empowerment and management by data; leverages technology to positively impact quality; is willing to re-engineer processes from scratch; is open to suggestions and experimentation; creates a learning environment leading to the most efficient and effective work processes.
Standing Alone	Will stand up and be counted; doesn't shirk personal responsibility; can be counted on when times are tough; willing to be the only champion for an idea or position; is comfortable working alone on a tough assignment.
Interpersonal Savvy	Relates well to all kinds of people – up, down, sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.
Self-Knowledge	Knows personal strengths, weaknesses, opportunities and limits; seeks feedback; gains insight from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced performance reviews and career discussions.

Other Considerations

The Children's Hospital Foundation is committed to child safety. The Working with Children (Risk Management and Screening) Act 2000 requires that people who work with children in certain categories of employment undergo the 'working with children' check. All Foundation employees must be eligible for a Blue Suitability Card, issued by the Department of Justice and Attorney-General. The issue and maintenance of a positive suitability notice is a requirement for continued employment at the Foundation.