

Position Description



Position title		Be You Project Manager	
Team/Group		Business Solutions/Technology and Solutions Delivery	
Work level		3 (1.0 FTE - fixed term to 30 June 2023)	
Position reporting to		Project Manager Practice Lead	
Vision, mission and values		Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to work with the community to improve mental health and prevent suicide. We aim to achieve this by: <div><div>1. Promoting mental health and wellbeing</div><div>2. Being a trusted source of information, advice and support</div><div>3. Working together to prevent suicide</div></div> Beyond Blue’s values are Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.	
Position purpose		The Project Manager will lead and manage the end-to-end delivery of Projects for the Be You initiative. They will manage delivery of activity from business requirements definition and solution selection, through to build, implementation and handing over to business as usual operations. The overarching purpose of this position will be leading a cross functional team to successfully deliver Projects which are fit for purpose, on time, on budget and of the highest quality standard. Be You is the national mental health in education initiative.	
Role dimensions		Direct Reports	<i>Nil</i>
		Overall team	Business Solutions/Technology and Solutions Delivery and the Be You Team
		Financial Delegation	Refer to delegations
Key accountabilities		<div><div><div>• Manage the delivery of a technology initiatives across a broad range of business process and technology domains.</div><div>• 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.</div><div>• Gathering and preparing of people, process and technology requirements.</div><div>• Preparing general and project procurement contracting documentation – i.e. SOW,RFP, schedules, status updates, project registers, data management plans, etc.</div><div>• 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.</div><div>• Always conduct the project according to Beyond Blue’s mission, vision and values.</div></div></div>	

	<ul style="list-style-type: none"> • 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.
Key behaviours	<ul style="list-style-type: none"> • We are community centric and focus on solving problems, listening and adjusting plans to deliver better outcomes for the community • We create a sense of fun and light-heartedness, and channel our energy and enthusiasm into meaningful work • We create clarity and ensure our actions align to our strategy, so we can prioritise our finite resources • We collaborate to provide solutions and options for feedback • We actively listen, and communicate openly and transparently • We build relationships internally and partner with the whole organisation on shared goals, problems, and solutions • We build relationships externally and partner with key external stakeholders for the benefit of the community • We adapt, flex and take an agile approach to plans to meet community need
Qualifications and key selection criteria	<ul style="list-style-type: none"> • Bachelor's degree in business, IT or another related field. • Project Management Institute Project Management Professional (PMP) Certification or equivalent. <p>Knowledge/skills/experience</p> <ul style="list-style-type: none"> • Minimum of 3 years of work experience in managing general business improvement project 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

	<ul style="list-style-type: none"> • 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. <p>Desirable</p> <ul style="list-style-type: none"> • Experience in a similar industry sector – i.e. NFP, public sector, etc • Prior experience with MS Dynamics, business analysis and change management • Strong understanding of technology concepts and applications within a business context • Experience acting as the product owner for business solutions • Experience with problem solving methodologies
Additional information	<p>Health, safety, and wellbeing Beyond 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</p> <p>Pre-existing injury The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for staff.</p> <p>Equal opportunity Beyond Blue is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation's policies and procedures.</p> <p>Cultural competency Beyond Blue strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.</p> <p>Employment is subject to:</p> <ul style="list-style-type: none"> • A current Police Record Check • Proof of the right to work in Australia