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| **Position title** | | | **Education Project Manager - Performance and Evaluation** | |
| **Team/Group** | | | Wellness and Prevention/Community Partnerships | |
| **Work level** | | | 3 | |
| **Position reporting to** | | | Education Senior Evaluation Advisor | |
| **Employment Type** | | | 1 FTE – Fixed Term until 30 June 2023 | |
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| **Vision, mission and values** |  | Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.  Beyond Blues values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** | | |
| **Position purpose** |  | The Education Performance and Evaluation Project Manager leads the development and implementation of key projects within the Education Performance and Evaluation team.  This role is designed to enable the Education Performance and Evaluation team to deliver a suite of strategic projects in evaluation, research and performance monitoring across the Be You initiative.  Reporting to the Education Senior Evaluation Advisor, this role will work closely with the Evaluation Advisors within this team and with project teams across Be You. | | |
| **Role dimensions** |  | **Direct Reports** | | Nil |
| **Overall team** | | Education Performance and Evaluation Lead, Education Senior Evaluation Advisor, Education Evaluation Advisor, Education Governance and Reporting Advisor, Education Project Manager - Performance and Evaluation |
| **Financial Delegation** | | As per the Delegations of Authority Policy |
| **Key accountabilities** |  | Lead the project management components of the development of and implementation of key projects in the Education Performance and Evaluation team including projects to enable a strategic approach to evaluation, generating data and evidence insights, and to enable knowledge translation.  In collaboration with evaluation advisors, lead the development and management of project planning, resourcing, scheduling, reporting and documentation for the Performance and Evaluation team.  Ensure projects meet agreed requirements regarding quality, schedule, deliverables and cost.  Lead procurement activities for evaluation and monitoring projects and research activities led by the Education Performance and Evaluation team. This includes but is not limited to leading the coordination of project management activities such as discovery workshops, project team WIPs or other meetings, and the development of project documentation.  Provide high quality written documents including briefing notes, preparation of project scope and procurement documentation, and project management documentation; and provide input into the development of key reports, including Board reports, Beyond Blue external reporting and ad hoc reports as required.  Support the Education Performance and Evaluation team in the ongoing transition to agile project methodologies and ways of working.  Monitor and record all relevant project related activity and interactions  within project management systems, for example change requests or activity registers.  Be responsive to additional duties that may arise, as requested by the Education Performance and Evaluation Lead and Education Senior Evaluation Advisor. | | |
| **Key behaviours** |  | Build and maintain effective relationships with internal and external stakeholders to ensure clear communication and workflows.  Effectively manage competing priorities; meet timelines, and work to a high-quality standard.  Work collaboratively with all team members and other teams within Beyond Blue to achieve overall objectives.  Take an agile approach to work; listen actively to evaluate situations and respond effectively and creatively.  Communicate openly and transparently  Follow risk management processes in line with Beyond Blue processes and protocols  Demonstrate capacity to manage ambiguity and work constructively to identify and overcome barriers that limit collaboration and reduce efficiency and effectiveness. | | |
| **Qualifications and key selection criteria** |  | **Essential**  A tertiary qualification in a relevant discipline.  Experience in evaluation, performance monitoring, research, or knowledge translation projects.  Extensive project management experience and experience working with agile project methodologies.  Excellent organisational and time management skills with a high degree of attention to detail, and established practices for prioritisation of tasks.  Proven ability to prepare a variety of types of documentation including project plans, budgets, briefing notes, project summaries/updates, correspondence and reports with a high level of attention to detail.  Proficient in the use of the use of project management tools and MS Office suite.  **Desirable**  Qualifications in project management, research and evaluation or a related discipline.  Understanding the education and health sectors nationally. | | |
| **Additional information** |  | **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  **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.  **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.  **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.  **Employment is subject to:**  • A current Police Record Check  • Proof of the right to work in Australia | | |
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