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| **Position title** | | | **Practice Lead – Project Management** | |
| **Team/Group** | | | Project Delivery / Business Solutions | |
| **Work level** | | | Level 4 | |
| **Position reporting to** | | | Head of Project Delivery | |
| **Employment Type** | | | Fixed Term | |
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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** |  | As Practice Lead Project Management, you will work on establishing, developing and embedding a project management capability across the PMO division. You will be accountable for delivering tools, processes and project methodology and training project managers.  In this autonomous role you will train and provide guidance and coaching on project delivery including planning for uplifting Agile capability in your team and across the organisation. | | |
| **Role dimensions** |  | **Direct Reports** | | Project Managers |
| **Overall team** | | Project Delivery |
| **Financial Delegation** | | As per the Delegations of Authority Policy |

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| **Key accountabilities** |  | * Develop, and embed Project Management practice capability for Beyond Blue, and drive continuous improvement in practices, methods, and artefacts * Work with enterprise to develop and manage an effective and appropriate approach to program and product governance * Develop skills for project managers / scrum masters within the organisation * Provide subject matter expertise and guidance to Project Managers related to Waterfall and Agile project delivery * In collaboration with other project stakeholders, plan project management related activities and schedule resources * Manage resource forecast based upon project demand, identify, and manage resource shortfalls, position capacity optimally to support enterprise priorities * Working with the team, ensure clear training paths are provided for project managers and scrum masters. * Provide coaching to project teams and practitioners * Provide expertise in the refinement of project governance and frameworks, work with other team such as procurement and finance to optimise project related processes and practices * Support projects teams in the completion of project documentation, resolving issues, and in navigating the organisation. * Facilitate opportunities to uplift capability in Project Management * Establish and lead Communities of Practice * Kick off and improve engagement and host events for the PM community of practice * Develop and run project management training sessions * Share best practice examples of project delivery frameworks, tools, techniques, and templates for ongoing sustainability * Provide ongoing management of Jira (or other project management tools) templates and practices to ensure tools support the practice * Raise organisational awareness of the project management materials and support available * Drive continuous improvement and Agile capability uplift |
| **Key behaviours** |  | A values-based approach to work  Communicate openly and transparently  Build relationships, partner with the whole organisation  Identify and raise risks |
| **Qualifications and key selection criteria** |  | * Bachelor’s degree in business, IT or another related field. * Formal project management certification such as Project Management Institute Project Management Professional (PMP) Certification or equivalent; scrum master or agile certification * Excellent written and verbal skills with experience writing reports for Board and Audit Committees. * Flexible, can-do attitude – must be flexible, calm and with a proactive "can do" attitude. * Demonstrated experience in the delivery of a practice Project Management capability and coaching in a standalone role. * Must have developed and run training sessions in Project Management * Strong past record of project delivery experience, with at least 3 years demonstrable experience in managing complex initiatives * Previous experience establishing or leading a Community of Practice – CoP or equivalent * Previous experience developing and rolling out project frameworks and collateral information * Must have experience portfolio / product / program governance methodologies * Experience in working in an Enterprise, Portfolio or Program Management Office * Tools experience in MS Project, Clarity PPM, JIRA or similar * Extensive experience in SDLC methodologies including Waterfall, Agile and Scrum. * Exceptional communication skills * Strong people management and care related skills, mindset, and experience * Ability to uplift, reskill and embed future capability in the project management practice area   This is not a Project Manager role. You will require project management coaching and capability experience in a standalone role having previously managed or a built a similar practice. |
| **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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