

Position Description

Job Title: Director of Strategic Projects

Reporting to: Chief Executive Officer (CEO)

Location: Surry Hills, Sydney preferred but open to other locations for suitable candidate (with regular interstate travel)

Direct Reports:

Project Manager Talk UP Project
Project Manager Building Access Project
Pool of casual trainers (as demand warrants)
Additional Project Managers (as demand warrants)
Additional resources as required by projects and team activities

Purpose of the position

- Contribute to the strategic direction of PWDA by identifying and leading a robust program of projects that align to PWDA's strategic objectives
- Implement the PWDA strategic plan.
- Provide leadership to the PWDA Strategic Project team including overseeing all projects not related to individual advocacy
- Develop and deliver a PWDA research, education, training and fee-for-service strategy that grows new fee-for-service opportunities and revenue; and aligns with and supports PWDA's policy priorities
- Drive revenue through identified strategic projects and initiatives
- Lead project delivery and drive a consistent project management methodology delivering consistent high-quality outcomes
- Directly manage the end-to-end delivery of the 'Women in Leadership Mentoring Project'
- Drive evidence-based decision making
- Retain currency in sector and develop PWDA's unique selling proposition for training and projects.
- Ensure systems, tools and resources are available to support the Strategic Projects team to deliver quality outcomes that meets client, organisational and funder expectations.
- Drive continuous improvement across the Strategic Projects Team and all related PWDA processes
- Represent PWDA at relevant sector forums, public hearings and in the media as required
- Build the Organisation's reputation amongst people with disability and stakeholders
- Develop and maintain positive relationships with key stakeholders including current and potential funders.

Responsibilities & Accountabilities

Key Responsibility Area 1 – Business Development

- Take an evidence-based approach to proactively identifying projects, educational activities, research, products and fee-for-service opportunities that align to PWDA's strategic and policy priorities; and diversifies PWDA income streams
- Respond to all partnerships, research, education, project and fee-for-service requests in a timely manner with an eye to ensuring agreements and proposals focus on positive

outcomes for people with disability while also ensuring proper modelling, budgets and efficient use of resources to lift PWDA revenue

- Consulting with key stakeholders, prepare high quality briefs, proposals or tenders for a range of projects, new products and services, educational activities and a wide range of fee-for-service opportunities which include, but are not limited to, research, training and consultancy for the review and agreement by the Senior Team
- Develop proposals that will achieve agreed outcomes including agreed income generation targets
- Develop workload benchmarks and standards, and audit and track performance for all members of the Strategic Projects Team
- Recruit, and maintain an experienced 'as needed' team of trainers, project managers and other relevant resources to ensure the Strategic Projects Team is resourced to achieve standards
- Engage and manage the outputs of consultants needed to deliver the PWDA research, education, training and fee-for-service strategy and related activities
- Mentor and develop capability across the diverse Strategic Project team

- Oversee, manage and monitor budgets, drive revenue, and oversee resources across all activities within the Strategic Projects' remit effectively to achieve budgetary and operational outcomes within agreed timelines.
- Develop and maintain positive relationships with the disability sector, universities and wider community
- Provide regular reports to the Chief Executive Officer, Deputy CEO and Board on status across all activities and program of works including revenue outcomes.

Key Responsibility Area 2 – Leadership, Management & Teamwork

- Set the example for staff by articulating PWDA's purpose, vision, goals and objectives and modelling these values in your leadership
- Play a leadership role in showcasing skills, expertise, knowledge and capacity of people with disability and our representative organisations
- Foster a culture of proactive positive feedback across the organisation
- Encourage collaboration within, and across, teams to meet project deliverables and drive solid alignment to strategic priorities, Individual Advocacy efforts and PWDA's policy development and systemic advocacy
- Lead, engage and support staff to contribute to continuous quality improvement and its integration within organisational processes
- Actively manage the performance and development of direct reports including providing support and coaching, structured supervision, capability development, performance management etc
- Review the performance of team members at regular intervals to optimise the delivery of positive outcomes and engage teams in meeting performance goals.
- Lead the Strategic projects Team to deliver on PWDA strategic and business plans.
- Recruit and maintain pool of skilled resources to support the Strategic Projects Team and their outcomes as required
- Work collaboratively with other members of PWDA's Leadership Team

Key Responsibility Area 3 – Representation & Stakeholder Engagement

- Build and maintain effective networks and strategic partnerships across the disability sector and with funders and government stakeholders.
- Actively build strong relationships with State and Federal Government representatives including, government ministers, ministerial advisors, senior government staff (including NDIS senior staff, funding contract managers and philanthropic organisations).

- Consult with and influence networks, key stakeholders, and sector partners to improve positive outcomes for people with disability.
- Represent PWDA publicly at relevant sector forums, external committees and other forums as needed including actively representing PWDA at a strategic level with sector partners.
- Identify and facilitate opportunities to partner with relevant organisations both within the sector and in the wider community.

Key Responsibility Area 4 – Deliver the ‘Women in Leadership Mentoring Project’

- Manage and play a key role in the end-to-end delivery of the ‘Women in Leadership Mentoring Project’ from inception to finalisation including clearly defining key deliverables against contractual obligations, develop and deliver a detailed phased project plan ensuring appropriate resources, budget including, but not limited to, supporting project documentation, reporting and acquittals, and consultation with key stakeholders including women with disability.
- Regular reporting on the progress and success of the program to key partners and stakeholders.
- Delivery of the Women in Leadership Mentoring Project which includes but not limited to:
 - Consulting with women with disability
 - Develop key partnerships
 - Design and implement Advancing Women mentoring program
 - Design effective and engaging training materials.

Key Responsibility Area 5 – Project Management:

- Drive a consistent project management methodology across all projects with consistent high-quality outcomes
- Oversee successful on time delivery of all (non-advocacy based) PWDA projects from inception to finalisation; including people, resources, budgets, and on-time delivery of contractual expectations – including but not limited to supporting project documentation, reporting and acquittals
- Assist Project Managers to develop project plans, manage resources, budgets and meet contractual obligations for all projects within the remit of the Strategic Projects Team
- Ensure timely reporting and acquittals for all projects.
- Provide regular reports to the Deputy CEO, Chief Executive Officer and the Board on project status.

Key Responsibility Area 6 – Organisational & Support to CEO, Deputy CEO & PWDA Board

- Ensure the timely management and resolution of conflict within the organisation
- Understand WH&S obligations and contribute to a safe work environment for all staff.
- Oversee the development and maintenance of relevant policies and procedures to manage organisational risk.
- Assume responsibility for the operation of PWDA on request from the CEO or Deputy CEO in the absence of either.
- Prepare regular reports for the CEO and Deputy CEO on progress, and obstacles to, timely implementation of initiatives against strategic and business plans.
- Provide advice and support to the PWDA Board, CEO and Deputy CEO on key issues.
- Act as key spokesperson to the media on behalf of PWDA as delegated by the CEO or Deputy CEO.
- Undertake other duties, as directed, within the scope of this role

Academic qualifications

Essential	Desirable
Bachelor's degree qualification in business or other relevant discipline	
Current Project Management Qualification	

Key Selection Criteria

Essential	Desirable
Minimum 3 years demonstrated experience in successfully delivering multiple projects on time on budget with quality outcomes	Woman with direct or lived experience with disability
Experience in overseeing diverse programs of work – ensuring large and small projects delivered on time and on budget	Sound knowledge of adult learning principles and/or solid understanding of training platforms, webinar use, videos
Can demonstrate established network, ability to build strong consultative relationships across a range of stakeholders.	Experience delivering research projects as a partner or lead.
Demonstrated high calibre organisational skills and superior attention to detail	Demonstrated experience in the disability sector
Demonstrated experience designing and implementing processes to encourage consistent and high-quality outputs.	Minimum 5 years' experience in overseeing delivery of program of work
Demonstrated experience building and diversifying revenue streams.	>5 years' experience within a not-for-profit membership organisation
Demonstrated track record in leading a large diverse team and external consultants to deliver project outcomes.	Experience working with Boards
Track record developing successful tenders, grants /funding submissions	
Ability to travel interstate	
Intermediate understanding of Microsoft Office, including Word, PowerPoint and Excel.	

Competencies

Turning Vision into Action

Keeping the Organisation's vision and values at the forefront of decision making and action.

Key behaviours and actions to look for:

- *Communicates this to create enthusiasm and commitment;*
- *Translates vision and strategies into step-by-step plans;*
- *Communicates expectations to all those who are involved;*
- *Ensures speed of implementation.*

Persuasiveness

Uses appropriate interpersonal styles and communication methods to gain acceptance of a particular view or idea from a range of audiences

Key behaviours and actions to look for:

- *Questions and probes;*
- *Establishes strategy;*
- *Builds rapport;*
- *Demonstrates capability;*
- *Gains commitment .*

Fostering Collaboration

Works cooperatively with others, inside and outside the organisation, to accomplish objectives to build and maintain mutually-beneficial partnerships, leverage information, and achieve results.

Key behaviours and Actions to look for:

- *Works with others to share information and achieve goals;*
- *Works towards goals that benefit the team, which includes contributing ideas and participating in team activities appropriately;*
- *Fosters an environment that emphasises knowledge sharing and group participation;*
- *Facilitates agreement by resolving differences of opinions;*
- *Resolves conflicts, confrontations, and disagreements positively and constructively;*
- *Maintains positive and productive relationships.*

Aligning Performance for Success

Focusing and guiding others in achieving work objectives.

Key behaviours and actions to look for:

- *Sets performance goals;*
- *Establishes approach;*
- *Creates a learning environment;*
- *Collaboratively establishes development plans;*
- *Tracks performance;*
- *Evaluates performance.*

Communication

Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Key behaviours and actions to look for:

- *Organises the communication;*
- *Maintains audience attention;*
- *Adjust to the audience;*
- *Ensures Understanding;*
- *Uses volume and pace appropriate to the media being used;*
- *Comprehends communication from others.*

Decision Making

Identifying and understanding issues, problems, and opportunities; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

Key behaviours and actions to look for:

- *Identifies issues problems and opportunities;*
- *Gathers and interprets information;*
- *Generates alternatives;*
- *Chooses appropriate action;*
- *Commits to action;*
- *Involves others.*

Coaching

Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.

Key behaviours and actions to look for:

- *Clarifies the current situation;*
- *Explains and demonstrates;*
- *Provides feedback and reinforcement;*
- *Establishes relationships such that employees feel valued and appreciated.*

Delegating Responsibility

Allocating decision-making authority and/or task responsibility to appropriate others to maximise the organisations' and individuals' effectiveness.

Key behaviours and actions to look for:

- *Shares appropriate responsibilities;*
- *Defines parameters;*
- *Provides support without removing responsibility;*
- *Stays informed.*

Performance Measurement based on

KPI's
Lead the PWDA Strategic Projects Team to deliver on the objectives outlined in the PWDA Strategic and Operations Plan
Grow fee for service enquiries by 30 % and improve conversion from enquiry to activity
A strong stakeholder network is developed and maintained
Increase and diversify PWDA revenue streams
Design and drive consistent PWDA project methodology including quoting framework.
Develop and deliver a PWDA research, education, training and fee for service strategy that delivers on PWDA's strategy and aligns with and supports PWDA's policy priorities
Women in Leadership Mentoring project is successfully delivered meeting all contractual outputs and outcomes on time and budget.
Measured success in supporting team to deliver consistent high-quality projects and products
Strategic Projects Team capability increases year on year.

Other Job Requirements

- *Working with Children Check*

PWDA is a registered employer under the Child Protection (Working with Children) Act, 2012. The successful applicant must be approved under the Working with Children Check prior to taking up appointment.

- *National Police Record*

PWDA receives funding from multiple Government Agencies who require staff to be checked. The successful applicant must satisfy these requirements prior to taking up appointment.

- Australian Government COVID-19 Vaccination Certificate and adherence to the PWDA COVID Vaccination Policy.
- Six-month probationary period.

Application Processes

For more information about this role, please contact:

Carolyn Hodge
Deputy CEO
Email: carolynh@pwd.org.au
Phone: 0490 865 275

Submit your application by email on recruitment@pwd.org.au.

Applications close: 9am, Wednesday 30 November 2022. Please apply as soon as possible as we will interview suitable candidates before the closing date.

If you need to submit your application in an alternative format, please contact Hollee James by email recruitment@pwd.org.au or by phone on (02) 9370 3100.

Your application needs to include:

- Your full resume.
- A letter addressing the selection criteria.
- Your contact details.

PWDA is a proud employer of people with disability, and people with disability are strongly encouraged to apply for these positions. We are an EEO employer and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.