

Position Description

Role Details

Role:	Project Manager
Reporting To:	Director of Strategic Projects
Status:	Full-time – 35 hours per week. Twelve-month maximum term contract
Location	Surry Hills, Sydney (Hybrid work arrangements available)
Award Classification:	Level 6 Social, Community, Home Care & Disability Services (SCHADS) Award 2010 + super and salary sacrificing.

Role Purpose

The Project Manager is responsible for delivering on projects within their remit as well as supporting other projects within the Strategic Projects team and more broadly across PWDA as required.

Responsibilities & Main Duties

Key Responsibility Area 1 – Research

Undertake research and associated activities

- Design and implement qualitative and / or quantitative research and evaluation initiatives including interviews
- Ensure ethical clearance of research activities
- Prepare research reports, documents, papers, articles and other related research materials
- Review and analyse data
- Undertake literature reviews and analysis that contributes to research reports
- Contribute to communications activities including e-newsletters and webinars

Key Responsibility Area 2 – Project Management

- Ensure all project deliverables meet contractual obligations.
- Deliver activities against a detailed, phased project plan in a timely manner
- Ensure appropriate resources are allocated and available.
- Oversee, monitor and report on the project budget.
- Ensure the project's efficient management including, but not limited to, supporting project documentation, reporting and acquittals,
- Deliver regular reports on the progress and success of the program to key partners and stakeholders.
- Make use of PWDA project management tools, systems and templates to deliver the project in line with the agreed way of working.

Key Responsibility Area 3 – Develop Key partnerships

- Develop key partnerships with relevant internal and external stakeholders.
- Collaborate with internal and external stakeholders to communicate the outcomes of the project through storytelling via the pwd.org.au website, speaker engagements and other activities.

Key Responsibility Area 4 – Design effective and effective training materials

- Lead the co-design of a training and education program as required;
- Develop and deliver training, webinar and e-learning modules to stakeholders
- Ensure adult learning principles are incorporated into training delivery, ensuring quality training and assessment occur in accordance with the content to be delivered;
- Prioritise the accessibility of all training materials to ensure they are reflective of the audience needs;
- Manage the project within the framework of monitoring, evaluation, accountability and learning (MEAL) practice.

Key Responsibility Area 5 - Project- General Support

- Respond to project, training and research enquiries and maintain currency and accuracy of database of enquiries
- Attend to delegated administration tasks including but not limited to taking minutes and organising meetings and focus groups
- Assist with the preparation of presentations, quotes and other external facing documents
- Process invoices related to project accounts
- Contribute to the preparation of funding submissions as required

Key Responsibility Area 5 – Teamwork and Organisational Participation

- Promote the Vision and Principles of PWDA to staff and external stakeholders at all times.
- Play a role in showcasing skills, expertise, knowledge and capacity of people with disability and our representative organisations
- Role model key organisational values and behaviours
- Understand WH&S obligations and contribute to workplace health and safety
- Remain current with, and adhere to, all relevant policies and procedures.
- Work collaboratively within and across teams
- Contribute to culture of continuous quality improvement and its integration within organisational processes.
- Contribute to a culture of proactive positive feedback across the organisation
- Participate in organisational activities such as staff meetings, team meetings, planning meetings and organisational development activities such as strategic planning and policy development.
- Participate in relevant professional development activities including training.
- Represent the organisation at sector meetings as required, at appropriate functions and events, and act as a membership ambassador.
- Undertake other duties as directed and required by the organisation within the scope of this role.

PWDA reserves the right to alter this position description in accordance with the needs of the organisation and in consultation with impacted workers.

Selection Criteria

Essential

Understanding of and commitment to the rights and interests of people with disabilities, including knowledge of relevant policy and legislation, in particular commitment to the United Nations Convention on the Rights of Persons with Disability (CRPD)

- Tertiary qualifications and/or relevant industry experience in business, project and administrative support and/or related discipline.
- Demonstrated project management skills, including delivering projects on time and budget, managing risks, monitoring, and using measurement tools.
- Demonstrated experience coordinating and facilitating programs, events and activities within a community setting.
- Demonstrated ability to develop, implement and evaluate community programs
- Experience producing detailed project workplans with KPI's, aligning deliverables to specified project outcomes.
- Excellent presentation skills and adept at conducting presentations to all levels of staff and stakeholders.
- Excellent written communications skills and able to write detailed reports and present findings in an appropriate format.
- Excellent interpersonal and communication skills, with the ability to liaise with a wide range of people such as their families, friends, services providers and government departments.
- Demonstrated capacity to manage time frames and competing priorities.
- Demonstrated computer literacy, preferably Excel, Word and Outlook.
- Previous experience in the disability sector
- Lived experience of disability.

Desirable

- Previous experience in the domestic and family violence sector

Other Job Requirements

Note: the following checks are mandatory and must be provided by the successful candidate before a letter of offer can be made.

- *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 Check*
PWDA receives funding from Ageing, Disability and Home Care (ADHC), NSW Department of Families and Community Services (FACS) under the Disability Inclusion Act 2014. The successful applicant must satisfy the NSW Police Check requirements prior to taking up appointment.
- Australian Government Covid 19 Vaccination Certificate and adherence to the PWDA Covid Vaccination Policy.