

AUSTRALIAN COLLEGE OF NURSING

POSITION DESCRIPTION



JOB TITLE:	Project Manager
REPORTING TO:	Chief Operating Officer
LOCATION:	Parramatta
JOB PURPOSE:	The project manager is required to provide leadership and high-level project management skills in the development, management and implementation of system and process improvements that support ACN's business.
JOB HOLDER RESPONSIBILITIES:	<ul style="list-style-type: none"> • To work with ACN executive to identify and review ACN's business processes or technologies that require implementing transition or transformation change management projects. • Proactively manage and execute multiple projects activities by; developing tools and best practices to deliver projects to ensure ACN meets organisational goals, remains competitive, agile and continues to seize growth opportunities. • Effectively engage with project sponsor(s) and key internal stakeholders to ensure deliverables and resolve any issues and solve problems throughout the project life cycle • Supervise, manage and achieve project goals and outcomes and ensure project management capability is maintained. • Motivate cross-functional teams to accept and adapt to change. • Track and report on project milestones and provide status reports to sponsor throughout the project cycle and at the end of the project. <p><i>Compliance</i></p> <ul style="list-style-type: none"> • Comply with all ACN policies and procedures and relevant legislation • Maintain a contemporary knowledge of and actively practice principles of Work Health and Safety and Equal Employment Opportunity • Demonstrate a commitment to the principles of risk management and customer focus • Act within the confines of legal, ethical and moral boundaries
FINANCIAL DIMENSIONS	<ul style="list-style-type: none"> • Delegations as per delegation manual and project.
PERSONNEL SUPERVISED	<ul style="list-style-type: none"> • Nil

QUALIFICATIONS AND EXPERIENCE	<p>Essential Criteria</p> <ul style="list-style-type: none"> • A qualification in Project Management and/or equivalent experience. • A proven track record of project management and delivering projects on time and budget. • Demonstrated knowledge of contemporary approaches to people management and advanced skills in managing people. • Demonstrated high-level computer skills and proficiency in the use of Microsoft Office Suite, including TEAMS and Project Management software • Proven ability and willingness to work collaboratively with a diverse group of staff • Demonstrated high level of verbal and written communication skills. • Proven well-developed interpersonal, problem-solving, and time management skills. Self-starter able to work with minimal supervision • Demonstrated ability to work collaboratively with internal and external customers. • Demonstrated ability to multi-task in a high volume and deadline-driven environment whilst maintaining a high standard of work.
JOB SPECIFIC SKILLS	<ul style="list-style-type: none"> • Willingness to undertake travel for work purposes if required
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • High level of professionalism and presentation • Willingness to align with ACN Organisational values and ways of working and being • Strong desire to be part of a high performing team and contribute to values-based leadership and a positive, learning organisational culture • Show initiative, flexibility, adaptability, and organisational skills with a 'can do' attitude • Ability to represent ACN in a positive and professional manner • Outcomes focused

I, _____ acknowledge receipt of this position description and have reviewed its contents

Signature

Date