



POSITION DESCRIPTION

NAME:**JOB TITLE:** IT Project Manager**DEPARTMENT:** Technology Services Group**REPORTS TO:** IT Agile Project Manager**LAST DATE REVIEWED:** June 2019

JOB SUMMARY

The Children's Cancer Institute is embarking on an ambitious 5-year strategic plan with technology underpinning many of the strategic initiatives. As the Institute grows and technology is ever growing and changing, we now require the services of an IT Project Manager, for a 6-month contract, to ensure the multiple projects we need to deliver are done on time, on budget and to the highest quality.

The role will provide essential support as a backfill for the IT Agile Project Manager. Over the next 6 months the IT Agile Project Manager will be utilised on the rollout of the Technology Strategic Plan across the Institute.

The IT Project Manager should have extensive experience in Agile SCRUM methodologies and be able to help implement a more rigorous adherence to the methodologies across the Technology Services Group (TSG) team, equally be flexible enough to adapt to the ways of working within the team and throughout the Institute.

The Institute currently runs multiple project methodologies including Scrum, Kanban and Waterfall, the IT Project Manager will need to have knowledge of several methodologies and will be required to recommend a suitable implementation methodology based on the business environment and requirements from stakeholders.

The IT Project Manager will be required to work with other departments in the Institute including the Fundraising & Marketing department, Finance Department and the Strategy Implementation Office. The IT Project Manager will need to be able to build strong relationships and work with key stakeholders at all levels. The IT Project Manager will be required to produce and implement relevant Change Management material across the Institute.

PRIMARY TASKS / RESPONSIBILITIES

- Responsible for managing and delivering multiple projects
- Responsible for working with departments outside of the Technology Services Group to ensure any cross-department projects are included in the program delivery and all relevant information is provided to the teams as needed

- Preparing high level schedules for planning purposes as well as detailed implementation schedules
- Project planning and scheduling activities, including resource management, roles and responsibilities and points of escalation
- Recommending a suitable implementation methodology based on the business environment and requirements from stakeholders
- Executive stakeholder management via direct engagement with Steering Committees and Business Working Groups
- Change Management
- Day to day team building, leadership and proactive communication, including daily stand-ups, sprint planning / weekly meetings to Project kick off and project closure meetings
- Ownership of project risk & issue management, change control procedures and decision management
- Project financial and progress reporting
- Deliverable sign off and scope management
- General agile project management guidance to the wider team
- Preparation of the weekly, monthly and quarterly status updates and reports as required

KEY SKILLS

- Experience in leading Agile projects, ideally including experience as a Scrum Master
- Experience in projects with a significant business change component – does not necessarily require someone with experience in deploying largescale technology platforms
- Experience in getting the best from a small team with diverse skillsets and backgrounds, where flexibility to take on a range of different roles is required
- Ability to assess and advise on business value as a driver for investment of team resources in a project navigating multiple complex unknowns
- Ability to connect Agile sprints to a bigger picture vision, articulate this to the team, and drive achievement towards these longer-term goals through focused, effective sprints
- Ability to lead the organisation and management of a senior governance group, including scheduling, planning, chairing meetings and documenting outcomes
- Self-managed and self-starter with the ability to work with the business and project teams to deliver outcomes
- Exceptional communication skills with the ability to communicate and work across all levels of the Institute
- Experience in delivering change across multiple TSG and cross departmental dependant projects.
- Extensive experience in using the Jira suite of products for project delivery and ability to train other team members on their usage

EXPECTED OUTPUTS

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- Delivery of the Strategic Technology Program reports – weekly status updates, risks and issues etc
 - Delivery of successful projects – on time and in budget
 - Delivery of Change management material
 - Delivery and implementation of suite of tools, methodologies and process for Agile project delivery across the TSG team
 - Management of the daily stand-ups, monthly retrospectives and ensuring that all team members work is up to date within the project management tools
 - Building and fostering of strong relationships within the various business areas

MINIMUM REQUIREMENTS

Qualifications

- Industry Certification as an Agile Project Manager, or 5+ years' experience in delivery of technical projects using Agile Methodologies.

Experience

- Demonstrated (5+ years) working in an Agile project management capacity
- Superior analytical and computer skills
- Strong time management, organisational and communication skills
- Business Analysis skills desirable

General Requirements

- Demonstrated communication skills
- Demonstrated customer service skills
- Excellent attention to detail
- Ability to multi task
- Ability to work under tight deadlines
- Ability to work autonomously
- Team player

CCIA policies applicable

- Code of Conduct
- Code of Ethics
- Fraud Prevention
- Occupational Health & Safety
- Appropriate Workplace Behaviour
- Privacy

SERVICE STANDARDS

Telephones & Email

- Respond to emails in 48 hours

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all CCIA Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of CCIA Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs

W H & S

- Must adhere to all WHS policies and procedures
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: IT Agile Project Manager

Departmental Structure: See organisational chart

Note: Reporting Structure may change subject to management decisions and business requirements.