

# Position Description



<b>Title</b>	Business Project Manager
<b>Business Unit</b>	Projects & Integration
<b>Location</b>	130 Lonsdale Street, Melbourne
<b>Employment type</b>	Full Time, Ongoing
<b>Reports to</b>	Head of Projects & Integration

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## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

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## 2. Position purpose

The Business Project Manager will support delivery of strategic and operational projects as part of Projects and Integration team support function inclusive of project feasibility, design, planning and implementation of

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a range of business transformation projects and change initiatives, ensuring relevant Uniting project management systems, processes and performance outcomes are aligned with organisational objectives.

### 3. Scope

**Budget:** Nil / Defined within individual Project Budgets

**People:** Nil / Defined within individual Project Scope of Works

### 4. Relationships

**Internal:**

- Projects and Integration team / Head of Projects and Integration
- Change Advisory Committee
- ELT, Senior Leadership Group, Managers, Team Leaders
- Frontline service staff – All Uniting sites

**External**

- Uniting Partners, Vendors, Consultants & other external project stakeholders.

### 5. Key responsibility areas

**Project Management**

- Work closely with executive sponsors and senior project stakeholders, senior leadership group (SLG) in the organization to identify, plan and execute well a range of business priority projects
- Manage individual projects and portfolios of related business transformation /business change projects
- Lead all phases of project by utilising Project Management and Change Management Frameworks
- Lead and provide project management guidance, service delivery excellence and PM uplift in capabilities across Uniting teams.
- Responsible for good project management (PM) discipline adopting uniform PM approach.
- Provide project management and coordination support as assigned, including planning, documentation development, information management and governance support
- Provide inputs and leadership support to Sponsors, Project Managers and project teams to ensure project outcomes are delivered in a coordinated & integrated way
- Support Projects and Integration team with ongoing development of information management systems, governance and quality reporting processes to ensure efficient scheduling, planning and oversight of

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projects, change, strategy and planning related delivery aligned with organisational objectives

- Ensure realistic project management plans are maintained and ensure regular and accurate communications to project stakeholders
- Negotiate with stakeholders at senior levels, ensuring that project goals are adhered to benefits aligned.
- Develop and maintain project schedules, utilizing all relevant project tools (e.g. RAIDAC register) and management of project change.
- Coordinate with project stakeholders to identify business requirements, business process improvements and discuss project proposals - assisting them in finding solutions, developing business cases and planning throughout phases of project lifecycle.
- Produce high quality project reports, ensuring RAG status in line with guidelines and reflects actual project health
- Assist in the management of project life cycle from idea to close out and post implementation
- Relevant research and analysis and document findings in an appropriate format for presentation/distribution
- Liaise with internal and external stakeholders to achieve positive project outcomes
- Adherence to PMO governance and project management and organizational change methodologies
- Provide project management as assigned, including planning, documentation development, information management and governance support

### Strategy, Innovation and Change Support

- Assist with Innovation, Strategy and Planning related activities encompassing design, planning and implementation of strategy, planning and innovation related projects.
- Assist with coordination and support of annual strategic and operational planning processes (including cross-functional /divisional supports)
- Assist with implementation and ongoing development of change and innovation best practice approaches within the Projects and Integration team
- Support Projects and Integration Leads deliver a diverse portfolio of projects and change initiatives within /linked to project portfolios, ensuring outcomes aligned to the Uniting Project Delivery Framework

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- Assist with development and roll-out of Uniting change management policy, guides and practice frameworks across the organisation, supporting capacity building, training and cultural change efforts
- Assist with project and change management advice and support, including direct project coordination support across project portfolios
- Support Project Managers with project related change management
- Support Senior Leadership Team and Managers to deliver effective change outcomes / initiatives
- Support innovation and change leadership culture development and best practice knowledge sharing across teams / business units
- Support the Head of Projects & Integration with other tasks as required, including ongoing developed of PM communities of practice approaches, PM capability uplift and relevant continuous improvement initiatives.

### Strategic Business-led Focus

- Support internal capabilities towards achieving consistent approaches to managing transformational change
- Contribute to the development of a strategic change management and business transformation framework, including use and deployment of digital technologies to best effect

### Integration

- Demonstrate continued 'future orientation' in supporting Management to enact change management plans in a cross-functional and integrated way
- Establish & maintain key relationships/partnerships with internal/external stakeholders, obtaining regular feedback, identifying areas for improvement, developing solutions, communicating & consulting widely within the organisation
- Support integration outcomes across all Uniting change initiatives, ensuring relevant knowledge, systems, data and technology are fully leveraged
- Support efforts to enhance & build capacity in areas of effective integration and change management aligned with organisational strategies

### Quality, safety and risk

- Support delivery of change aligned to Uniting risk management policies, process and guidelines.

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- Support risk reduction approaches by identifying and reducing organisational change management related risks
- Maintain an understanding of individual responsibility for safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself
- Promote and participate in the evaluation and continuous improvement processes
- Comply with requirements of National Safety Standards and other relevant regulatory requirements
- Report areas of serious risk to line managers and work together to mitigate those risks

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication
- Promptly respond to and report health and safety hazards, incidents and near misses to line management

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### 6. Person specification

#### Qualifications

- Relevant qualification in Project Management, Business Administration or related field (or equivalent experience)
- Project Management (CAPM), PMP, or Prince2 Foundation, Agile, Six Sigma, ITIL certification is desirable
- Knowledge and competencies in MS Project, Smartsheet and MS Office Applications

#### Experience

- Demonstrated experience working within Project Management /PMO or Business transformation office
- Competent in project management delivery, Project management information systems, trackers and management tools (Excel, MS Project, Smartsheet specifically)
- Extensive demonstrated experience in a direct Project Manager or PMO delivery role, or relevant experience in direct oversight of change management or business transformation delivery with a broad range of exposure to various business disciplines.
- Proven track record in project coordination and project administration support roles, including continuous improvement, innovation or business change contexts supporting teams deliver project outcomes and effectively manage change
- Can monitor own performance, motivate others, and ensure project standards are maintained
- Excellent written and verbal communication skills, problem solving and conflict management skills
- Highly developed organisation, prioritisation and time management skills

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- **Coordination skills:** proven ability to plan, manage and coordinate outcomes within agreed timelines

### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.**

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### 8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>