

# Position Description



<b>Job title</b>	Project Manager - Applications
<b>Department</b>	Applications
<b>Reports to</b>	Principal Practice Lead - Applications
<b>Date prepared/reviewed</b>	December 2020
<b>Location</b>	ICH
<b>Position Details</b>	4 days or Full-Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

## Position Objective

Brief summary of position's purpose

The Applications Project Manager oversees assigned application and systems projects of moderate to high complexity. This position is responsible for defining and planning the project, assigning responsibilities, and managing schedules and resources to ensure timely completion of assigned projects.

## Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

**Imaginative** – We challenge convention, explore new possibilities and dare to dream for a better future

**Respectful** – We act with honesty and integrity, and open our hearts to all people without exception

**Compassionate** – We are nurturing, generous and thoughtful in our words and deeds

**Bold** – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

## Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually.

Under the direction of the Principal Practice Lead – Applications, the Project Manager - Applications will be responsible for managing application and systems projects This will include:

- Develop the project schedule and plan to ensure timely completion of the project. Obtain stakeholder agreement with the project plan and timeline, and advise of any obstacles or resource needs that may affect completion of the project as planned.
- Manage the project team, identify competencies, and assign resources to development tasks appropriate to each individual's knowledge, skill, and abilities.
- Communicate project goals, monitor project progress, and adjust resources as necessary to keep the project on track.
- Apply project management tools and tracking systems to manage all aspects of project progress.
- Utilize project resources and serve as an individual contributor to analyze user system and application needs, determine and evaluate potential solutions, and develop system specifications and requirements.
- Utilize project resources and serve as an individual contributor to design integrated solutions which may include applications, databases, networks, and related systems.

## Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

## Competencies

The knowledge and soft skill requirements necessary for this position.

- Track record in the delivery of application and systems projects
- Excellent communication and stakeholder management skills
- Demonstrated ability to lead the definition, documentation and successful completion of application and system projects with high-risk dependencies that deliver significant business impact.
- Experience in managing the provision of project management by providing advice and guidance to key stakeholders.

## Qualifications

Education, experience and technical skills required for this position.

- 3+ years' experience as a Project Manager within a related field
- Relevant tertiary qualifications or equivalent industry experience
- Knowledge of project management principles PRINCE2, PMBOK, Agile
- Proficiency in enterprise applications and Microsoft suite
- Current National Police Clearance
- Current Western Australian Driver's Licence.

## Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.

- Experience and understanding of the NFP/Community Services Sector.