



position description – project manager

Job Title:	Project Manager – HCM Project
Position ID:	New
Location:	Milton
Division/Programme:	Office of the CEO
Immediate Manager:	EPMO Manager

about us

yourtown is a trusted provider of services for young people, with a focus on mental health and wellbeing, long-term unemployment, prevention of youth suicide, child protection, as well as support for those experiencing domestic and family violence.

We exist to help young people realise they can tackle whatever life throws at them. To believe in their unique strengths, tenacity and self-determination, to identify and create the path they want for themselves.

Our goals are achieved through genuine collaboration with community, we depend on the support of donors, sponsors, governments and Art Union supporters to fund our vital services, to give children and young people the confidence to rise up and keep moving forward to achieve their potential.

yourtown has a zero-tolerance approach to abuse and we believe that Safeguarding is a shared responsibility of all, for all.

purpose of the position

The Project Manager is responsible for leading a large scale digital human capital management product implementation, within the wider Enterprise Portfolio.

responsibilities

May include, but are not limited to:

- Manage the project across the full project lifecycle through defined phases and stage gate approvals
- Develop detailed project plans, articulating business drivers; future state vision; key objectives, milestones and timelines; and measures of success including timeframes for key milestones
- Establish clear ownership for project tasks and coordinate the project team to ensure the correct sequence of work is prioritised and resolving dependencies between team members to ensure effective delivery of outcomes
- Develop, monitor and achieve project budget and financial targets
- Identify, document and manage project risks, issues, assumptions and dependencies
- Identify and manage synergies and interdependences across projects
- Develop all communication and reporting requirements to stakeholders ensuring they are kept up-to-date with priorities, challenges and opportunities
- Develop and foster relationships with the project team and key stakeholders using effective negotiation, mediation and influencing skills when required to ensure the smooth running of projects
- Participate in other duties as may be required to achieve efficient and effective yourtown services



- Demonstrate an understanding of and meet the requirements for the position and all performance expectations
- Participate in and meet the expectations as agreed pursuant to the Organisational Performance System processes
- From time to time you may be required to assist in other locations. You may also be required to travel intrastate, or interstate, as required.

at **yourtown** our team members:

- Adopt a culture of individual and organisational accountability, shared mission, mutuality of respect and responsibility, growth mindset and continuous improvement.
- Invest in their own ongoing professional development and leadership capability through active learning, seeking and giving feedback, and participating in **yourtown** leadership impact opportunities.
- Solve team and organisational problems using a super team approach leveraging cross functional capabilities and skills with diverse thinking to create a future ready workforce.

at **yourtown** as good financial stewards:

- We adhere to the approved organisational Delegations of Authority for decision making and financial spending.
- Use key financial indicators and analysis to generate, evaluate and act on strategic options and opportunities.
- Integrate qualitative and quantitative information to draw accurate conclusions; and anticipate and adjust contingency plans or create corrective actions as required.
- Contribute to annual budgets using sound judgement, continuously monitoring and measuring effectiveness against key performance indicators.
- Provide high quality and timely reports to stakeholder groups.

at **yourtown** our people leaders:

- Lead, role model and manage values aligned, safe, well, inclusive teams by fostering a culture that motivates, inspires and holds to account behaviour, professionalism, performance and service orientation.
- Inspire a high performing team that consistently strives to achieve objectives, targets and outcomes.
- Drive employee lifecycle experiences that build, grow and maintain teams of appropriately qualified, skilled and supported team members, investing in their ongoing professional and personal development and proactively implementing required remedial action through **yourtown's** performance management framework if required.
- Foster a learning mindset through coaching, training, and continuous feedback.
- Promote individual and organisational accountability, shared mission, mutuality of respect and responsibility, growth mindset and continuous improvement.
- Invest in their own ongoing professional development and leadership capability through active learning, feedback loops and participating in **yourtown** leadership impact opportunities.



- Empower teams to harness human centred design principles to design products, services, systems and experiences that address the core needs.
- Actively seek to discover and develop their team members' sense of purpose, enhancing ways of working that unlock potential and unleash creativity.
- Solve problems using a super team approach leveraging cross functional capabilities and skills with diverse thinking to create and sustain a future ready workforce.

selection criteria

May include, but are not limited to:

1. Tertiary qualifications in Project Management, Business Administration or a relevant discipline and a minimum of 8 years' experience within a commercial environment with demonstrable experience managing multifaceted projects through the full project lifecycle, with implementation of HCM products preferred.
2. Demonstrated experience delivering large-scale, digital complex projects, developing, and implementing creative solutions
3. Proven interpersonal skills with experience engaging and influencing key stakeholders to achieve optimal business outcomes
4. Demonstrated ability to lead, manage and inspire diverse teams of technical and generalist staff and coaching them to achieve excellence in their service offering
5. Highly developed written and oral communication skills including a demonstrated ability to prepare reports and presentations for senior stakeholders
6. Highly developed interpersonal, negotiation, facilitation, stakeholder engagement and influencing skills, across organisational levels and a variety of sectors
7. Advanced experience and competence in the use of the Microsoft Office suite, especially MS Project, SharePoint and capability to learn new systems quickly

requirements

The Project Manager must always:

- Comply with the relevant state or territory requirements for working with children.
- Maintain satisfactory National Criminal History Check.
- Comply with **yourtown's** immunisation procedure.
- Demonstrate conduct compliant with **yourtown's** Code of Conduct.
- Maintain confidentiality and discretion in all matters.
- Align to the mutuality of safety and wellbeing for self and others in all **yourtown** workplaces and work-related activities.
- Uphold the **yourtown** safeguarding commitment in every aspect of their role.

Review and Version Control				
Version	Authorised by	Approval Date	Effective Date	Comment
1	Jodie McAloney	15/01/2025	DD/MM/YYYY	

records management

Completed templates are to be saved by the relevant manager or business partner using the naming convention "YYYY-MM Approved PD - Position title".