

Strategic Project Manager

Role Details:

Position Title	Strategic Project Manager
Reporting to	Chief Development Officer
Liaises with internally	All Beyond Housing managers and staff
Liaises with externally	Consultants, local councils, funding bodies, builders, community stakeholders
Supervises	-
Purpose of the Position	To oversee and coordinate the strategic planning and management of housing development within approved funding streams whilst supporting the efficient delivery of projects. To work strategically with internal and external stakeholders to seek new opportunities and implement new initiatives to maximise output and minimise risk.
Hours	Full time (or Part Time)
Salary/Rate	Social, Community, Home Care, Disability Services Industry Award (SCHADS) Level 6
Essential Criteria	1. Relevant qualifications and/or experience in project management, strategic asset management, architecture or building and construction 2. Experience delivering both small and large scale projects 3. Excellent communication skills and ability to develop strong relationships with key stakeholders 4. Effective time management skills and the ability to manage multiple priorities 5. Exceptional attention to detail 6. Proficient IT skills 7. Demonstrated experience developing and monitoring project budgets

	8. The capacity to assess and report on risks and emerging issues 9. Ability to understand, interpret and apply relevant legislation 10. Current Driver's License
Preferred Criteria	1. Experience with and understanding of council planning schemes and other strategic documents such as 'local government housing strategies' 2. Experience with project planning programs and tools 3. Experience with Government funding administration 4. Experience in land acquisition and disposal of asset 5. Knowledge of strategic asset management
Key Performance Indicators	- Funds are committed annually to ensure successful delivery of PLWF funding rounds - Internal and external stakeholder relationships are established, maintained and strengthened - Internal policy, procedure and process is developed and maintained to support streamlined project delivery - Compliance with government funding agreements and supporting internal staff to adhere to compliance is ensured - Due Diligence and risk assessments completed for all new project proposals before recommendations are made - Project briefs are developed after project initiation for smooth handover to construction team - Projects delivered on time, within budget and scope (including meeting funding requirements) - Internal and external reporting deadlines met - Accurate information to support internal decision-making process provided on time

Capability Framework:

Key Area	Detail
Understand role requirements – technical and operational	- Maintains current knowledge and skills required to complete the role - Knows and applies the relevant legislation and regulations - Seeks to maintain knowledge of best practice approaches in relevant sector

Communication, Influence and Engagement	• Communicates appropriately and leads by example internally and externally • Effectively communicates goals and inspires trust • Demonstrates confidence to engage appropriately in difficult conversations • Establishes and maintains professional relationships and networks • Demonstrates effective influence (e.g. being comfortable persuading, promoting and delegating)
Determine solutions	• Identifies problems and finds solutions • Makes decisions appropriately • Ability to identify, assess and respond appropriately to risks
Deliver Services	• Understands and uses internal systems and processes • Is outcomes focused • Focuses on continuous quality improvement • Effectively manages stakeholder complaints
People Leadership	• Leads by example • Develops and recognises team members • Manages time effectively • Manages operational change effectively • Ability to be agile and adaptable (i.e. be comfortable with when to change course and help others to do so) • Is invested in safety and wellbeing of all team members • Demonstrates self-awareness, emotional intelligence & willingness to reflect on leadership behaviours

Responsibilities:

Key Area	Tasks
Strategic Management	• Investigate, and if feasible, submit proposals for emerging opportunities • Provide information to support the development of concepts for new grant opportunities and develop business cases for submission when grant opportunities arise • Establish and strengthen key stakeholder relationships (internal and external) • Ensure key documents such as policy, strategy and process are developed and if required reviewed annually

New Projects	• Manage the land acquisition process by negotiating land purchases, undertaking feasibility analysis and seeking Board/Funding Body approval • Complete due diligence and risk analysis for all potential projects, ensure projects meet internal and nominated external design standards, specifications and requirements • Provide project proposals to the Board/Funding Body for approval • Prepare project sheets and project briefs (for handover of new projects to the construction team)
Project Delivery	• For any projects allocated, ensure oversight of project delivery • Update and maintain all project information across all relevant databases • Develop risk reports for projects at risk, when required
Reporting and Record Keeping	• Record all project activity in the project management system/project templates • Prepare and submit reports to external funding bodies • Complete monthly internal reports that include status of projects, budget position, and potential risks • Ensure that decision and action registers are accurate, monitored, and up to date • Accurately record and file relevant property, project and construction information • At end of project, prepare post completion reporting, project acquittals, and lesson learnt reports when required
Relationships	• Maintain regular meetings/contact with internal and external stakeholders • Ensure information is provided to stakeholders in a timely manner • Maintain a strategic interface with the Housing Services Team/Asset Coordinator
Administration	• Carry out all necessary administration, co-ordination and process functions in accordance with Beyond Housing guidelines and procedures, including implementing new policy and procedure where gaps are identified

Broad activities of BeyondHousing	• Capacity to contribute broadly and positively to the culture, environment and strategic direction of the organisation • Act in a manner and represent the organisation in a way that is consistent and reflective of the BeyondHousing values • Adhere to human resources policies including anti-discrimination, Code of Conduct, harassment and equal opportunity policies • Adhere to workplace health and safety policies and proactively contribute in maintaining a safe and clean work environment • Display a positive attitude, treat others with respect and be an active member of the team • Follow lawful direction provided by senior members of the team • Adhere to the Child Safe Standards framework outlined in Policies and Processes, including maintaining a National Police Check and Victorian Working with Children Check. • Abide by relevant legislation including Privacy and Confidentiality legislation and ensure the strictest confidentiality in all dealings
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I hereby understand the requirements of the position and will fulfil the obligations required for the tasks, responsibilities, and needs of the business.

Name

Date

Instructions:

1. Staff should read this Position Description carefully and ask questions if any clarification is needed.
 2. Staff should retain a copy of this Position Description for their own reference and use.
 3. This is a living, breathing document and may change with the needs of the organisation. Staff and Managers should discuss changes in the position as they arise.
 4. Managers must provide a copy of this Position Description with their letter of offer.
 5. Managers must discuss all requirements in this Position Description with their staff member.
 6. A signed copy of this Position Description must be returned to Human Resources.
 7. Human Resources will place a signed copy on the staff member's file.
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