

# Senior Project Manager: Core Systems

## Fixed Term Hire (18 -24 months)

### Success Profile

Your division	Legal and Governance
Your team	Project Management Office (PMO)
You report to	PMO Manager

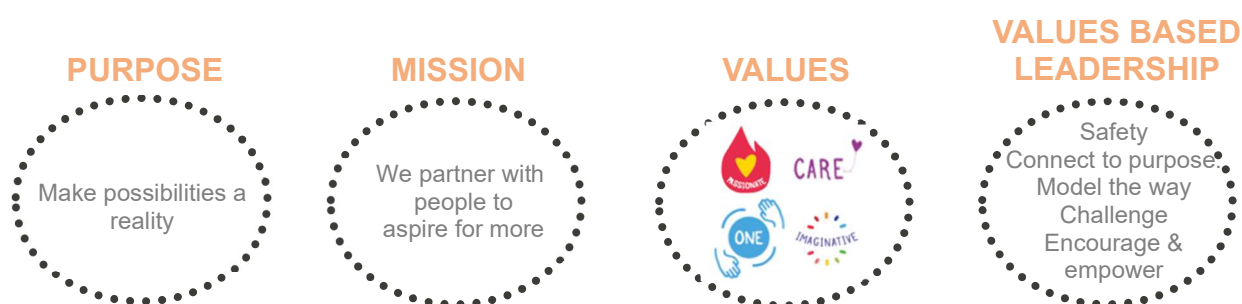
### PURPOSE OF YOUR ROLE

The primary purpose of your role is to coordinate and manage activities to ensure projects are successfully delivered to achieve desired program or project outcomes. Success in this role will require you to skilfully manage project team/s in the successful delivery of the program or project objectives and effectively engage with Business stakeholders. Depending on the size and complexity of the program or project, this position may be required to manage multiple projects at any one time.

The Senior Project Manager: Core Systems plays a critical role in delivering complex and highly integrated projects that contribute directly to the achievement of Endeavour Foundation's business transformation objectives. This role holds end-to-end responsibility for the full project lifecycle. Using the project delivery framework, you will ensure the successful delivery of core systems projects within scope, budget, and schedule; and continuously track business benefits to ensure project(s) deliver expected business value.

This role serves as a central point of coordination between business units, technology teams, vendors, and support functions. The Senior Project Manager: Core Systems facilitates decision-making, resolves stakeholder conflicts and ensures alignment of key decisions with agreed project scope and objectives. Through strong leadership and stakeholder engagement, the role is responsible for the delivery of integrated solutions that meet both operational and business needs.

### ORGANISATIONAL PROFILE



### KEY SUCCESS AREAS

<b>SAFETY</b>	<ul style="list-style-type: none"> <li>Embed a culture of safety within Endeavour Foundation through learning and development programs.</li> <li>Model safety leadership instilling a positive safety culture.</li> <li>Lead the identification and reporting of potential hazards, and work-related incidents, injuries, or illness.</li> <li>Model a commitment to Endeavour Foundations 'Recover @ Work' programs and actively support the return to work of team members consistent with the desired employee experience.</li> </ul>
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<b>CUSTOMER CONNECTION</b>	<ul style="list-style-type: none"> <li>• Build and maintain strong relationships within the team and with our business stakeholders who support our Customers.</li> <li>• Support a culture of person-centred practice which puts customers and their family, carers and/or guardians at the forefront.</li> <li>• Collaborate with peers and leaders across the organisation to deliver the best outcomes for our customers.</li> </ul>
<b>OUR PEOPLE</b>	<ul style="list-style-type: none"> <li>• Demonstrate and foster values-based leadership.</li> <li>• Drive a performance-based culture focusing on engagement to achieve results.</li> <li>• Be accountable for ensuring appropriate governance and assurance in decision making.</li> <li>• Building a capable, relevant, high performing project team.</li> <li>• Provide clear direction aligning with organisational strategy, goals, and values.</li> <li>• Navigate, contribute to, and influence cross functional collaboration and stakeholder management.</li> <li>• Drive diversity and inclusion as well as performance and retention of team members.</li> <li>• Provide specialist advice and solutions across the broader business.</li> </ul>
<b>OPERATIONAL EXCELLENCE</b>	<ul style="list-style-type: none"> <li>• Ensure applicable safety and security requirements are defined and effectively managed at all times.</li> <li>• Document and monitor the program and/or project scope</li> <li>• Develop and manage a project plan to monitor and report on progress</li> <li>• Implement effective project delivery methodology and governance to ensure the program/project achieves key KPIs</li> <li>• Use appropriate verification techniques to manage changes in program/project parameters including scope, schedule, and costs</li> <li>• Measure and respond as required to project performance using appropriate systems, tools, and techniques</li> <li>• Identify, plan, and engage resources necessary to achieve the business value, quality, cost and schedule requirements of the project.</li> <li>• Develop a stakeholder engagement plan and execute on this throughout the project.</li> <li>• Report on key program/project performance indicators (value, cost, schedule, risk, quality).</li> <li>• Liaise with project resources (including staff, contractors and third parties) to complete deliverables.</li> <li>• Prepare, collate, and compile artefacts (documents, spreadsheets, presentations, diagrams, plans) as evidence of project activities and to support project governance requirements.</li> <li>• Engage support from other Endeavour Foundation divisions where required.</li> <li>• Lead development execution strategy incorporating internal and external entities to successfully deliver project outcomes.</li> <li>• Oversee vendor/consultant/contractor performance ensuring at all times their performance meets their contractual obligations to Endeavour Foundation.</li> <li>• Manage and lead a project team (or multiple teams) through the full life cycle of a program or project/s, ensuring that project methodologies, standards and processes are adhered to, resulting in projects delivered within agreed timeframes, scope, and budget.</li> <li>• Manage stakeholder and business owner involvement in the project, ensuring appropriate change management and communication. This includes, but is not limited to project planning, scheduling, and coordinating the implementation of system migrations.</li> <li>• Manage project issues and risks including controls in a timely manner and escalating as appropriate, to project sponsor, project steering committee or Project Management Office (PMO).</li> <li>• Responsibility for holistic planning across all managed projects, such that, other dependent project critical path activities are actively managed</li> </ul>



	<ul style="list-style-type: none"> <li>As required, develop business-related policies and procedures for a new system or technology in conjunction with stakeholders, mentoring these successfully through the consultative and approval process.</li> <li>Project manage the business, functional, development, technical and change management aspects of the project ensuring that the project is completed on schedule, within agreed resources and meets agreed business requirements.</li> <li>Write clear and concise specifications and reports and communicate effectively with a variety of audiences.</li> </ul>
<b>FINANCIAL SUSTAINABILITY</b>	<ul style="list-style-type: none"> <li>Effectively manage project cost performance including regular forecasting, budget variance and analysis, benefits tracking and robust cost performance reporting</li> <li>Identify and realise cost efficiencies and continuous improvement.</li> </ul>

## WHAT YOU NEED TO SUCCEED

<b>CAPABILITIES</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to deliver complex and highly integrated Core Systems projects</li> <li>Demonstrated ability to build and maintain positive relationships with internal and external stakeholders.</li> <li>Ability to produce cohesive, clear, and concise written content to support development of the project.</li> <li>Ability to effectively collate, analyse and represent information received from diverse sources in a consistent, repeatable format.</li> <li>Ability to successfully plan and conduct workshops, meetings, and other engagements with multiple stakeholders to gain input and feedback on programs or projects (being) delivered.</li> <li>Ability to identify and monitor risks and opportunities across project activities.</li> <li>Ability to plan and manage project scope addressing dimensions of quality, cost, and schedule.</li> <li>Commercial capability to effectively manage external vendors, contractors or consultants</li> <li>Ability to direct project resources (including staff, contractors and third parties) in the production of deliverables.</li> <li>Ability to develop and apply principles, rationale, and mediation to resolve conflicting stakeholder priorities.</li> <li>Ability to effectively communicate with both technical and non-technical stakeholders on strategic development matters.</li> <li>Demonstrated understanding and application of contemporary project delivery practices.</li> </ul>
<b>SKILLS &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>(Desirable) Tertiary qualification in a relevant field such as: <ul style="list-style-type: none"> <li>Postgraduate qualification in Business, Technology, or Change Management.</li> <li>Certification in program/portfolio management (e.g., MSP, MoP).</li> </ul> </li> <li>Formal Project Management certification, such as: <ul style="list-style-type: none"> <li>PRINCE2 Practitioner</li> <li>PMP (Project Management Professional)</li> <li>PMBOK-aligned certification</li> <li>Agile certification (e.g. Scrum Master, SAFe)</li> </ul> </li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Minimum 5 years' experience managing large Transformation and Technical projects (Core Systems implementation) in a large, multi-location organisation.</li> <li>Full life-cycle experience (including design, development, testing, transition to operations) in the delivery of Operational Transformation and/or Technical projects.</li> <li>Demonstrated knowledge and experience with project management methodologies and techniques.</li> </ul>



	<ul style="list-style-type: none"><li>• Demonstrated strong verbal and written communication skills, with an ability to express complex technical concepts in technical and business terms</li><li>• Demonstrated experience preparing and producing high quality written content including plans, reports, estimates and presentations.</li><li>• Experience leading positive stakeholder engagement and communication activities across a large project.</li><li>• Ability to work independently with multiple stakeholders, including senior leadership.</li><li>• Demonstrable experience of building and maintaining relationships</li><li>• The ability to interact and articulate within a diverse group consisting of senior leaders and subject matter experts</li><li>• Ability to analyse complex situations and apply problem-solving skills with a flexible approach</li><li>• Proven ability to motivate and influence stakeholders to gain agreement to proposed solutions, mediate difficult negotiations and manage external third-party vendors to agreed delivery agreements</li><li>• Self-motivated, decisive with the ability to adapt to change and competing demands</li><li>• Ability to work towards tight deadlines while being resilient and collaborative; remain calm under pressure</li><li>• Demonstrable experience of applying project management methodologies (Waterfall and Agile) at each stage of the project.</li><li>• Understanding of system implementation lifecycles including the planning and transition of ICT services to operational management</li><li>• Highly developed planning, resource management, risk, and issues management skills</li></ul>
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