

Location/s	Support Services
Reporting to	Chief Corporate Officer
Direct Reports	Nil
Level	Level 18 as per the Korn Ferry Hay Group Job Evaluation Methodology
Date Updated	October 2022

About the Role

This position will lead the design and delivery of a three phased Financial System Upgrade Project within the Business Transformation (BT) Program and other projects as assigned within the BT Program as they emerge in the pipeline.

To ensure project success, in collaboration with the Project Sponsor, the role will be responsible for overseeing and leading finance system solution selection, testing, implementation, associated process redesign and change management for RAQ's finance teams and their key stakeholders, to develop and transform sector leading financial practice at RAQ.

Key Responsibilities

Project Management	<ul style="list-style-type: none"> • Management of assigned projects end to end. • Lead and co-ordinate multiple teams that contribute to the project across geographically dispersed locations. • Work with and manage vendors to deliver quality outcomes. • Provide regular feedback to key stakeholders on project progress in relation to scope, cost, schedule, risk, benefits, and quality. • Continuous monitoring and management of project risks and issues. • Management of project exceptions. • Liaise with other stakeholders for change management, training, communication, and benefits realisation. • Coordinate Project Steering Committees and provide secretariat support to Project meetings, both internal and external, including the creation of meeting materials and recording and circulating minutes. • Lead workshops and sprint planning. • Coordination of testing across the various projects and prepare summary reports of the recommendations.
Subject Matter Expertise	<ul style="list-style-type: none"> • Provide leadership in the finance team in investigating, adapting, and implementing process changes to introduce real business benefits from system changes • On behalf of the GM - Corporate Services manage policy and procedures within the financial process zone, including link to other process areas within the organisation. • Review existing financial systems and make suggestions for value adding / improvement opportunities. • Contribute to end-to-end testing design of system and process changes for performance and efficacy.

Change Management	<ul style="list-style-type: none"> • Champion the introduction of financial best practice processes that will facilitate business benefit realisation across all 3 project phases. • Educate finance team members on process outcomes and set expectations on benefits to be realized. • Engage with RAQ stakeholder groups to raise awareness of change and build change readiness. • Liaise with the BT program team to assess external dependencies and review potential program bottlenecks.
Vendor Management	<ul style="list-style-type: none"> • Develop a partnership arrangement with system implementation partners. • Monitor vendor capabilities and inputs to make sure vendor contributions meet expected standards. • Hold partners accountable to delivery of all business requirements. • Provide a conduit for external vendor input to IT team and other RAQ project suppliers. • Review subsidiary finance system requirements e.g., bank and address integration planning and execution.
Reporting	<ul style="list-style-type: none"> • In collaboration with the BT Program Team, assist in the collation and creation of finance, performance, benefits and resourcing reports to the BT Steering Committee, BT Operational Committee, and the Board. • Work with the BT Program Team and the Project Management Office (PMO) to develop and maintain all project management documentation and on-going administration involved in delivering a project, at all stages of the project lifecycle, from project definition through planning, action/monitoring, and finalisation. • Ensure completion of project highlight reports and associated data into the project management software.
Professional Development	<ul style="list-style-type: none"> • Demonstrate ongoing commitment to participation in supervision and professional development as per organisational policy and procedure. • Be receptive to feedback and apply reflective practice to improve professional development.
Other Organisational Responsibilities	<ul style="list-style-type: none"> • Adhere to all organisational policies, procedures, standards, and practices. • Act only in ways that advance RAQ objectives, values, and reputation. • Other duties, consistent with skills and experience, as directed by the reporting manager.

Core Competencies

Business Savvy	Applies knowledge of the business and the industry to advance the organisation's goals.
Accountability	Accepts personal responsibility for actions and consequences, reflects on own performance and commits to personal and professional development.
Collaborative Relationships	Builds collaborative and constructive working relationships, working as a team to achieve goals.
Diversity & Inclusion	Interacts with all stakeholders in ways that demonstrate respect of social and cultural differences and commits to challenging attendant social inequities.
Innovation & Continuous Improvement	Applies knowledge, experience, and ideas to develop new and better ways of working, adapts to change and maintains resilience.

About You

To be successful in this position you will have:

	Required	Highly Desired
Qualifications	<ul style="list-style-type: none"> CA/CPA qualified 	<ul style="list-style-type: none"> Bachelor of Business. Relevant certification in Project Management. Membership with the Australian Institute of Project Management.
Experience	<ul style="list-style-type: none"> 10 years+ experience in financial management. Recent financial system project implementation. Recent agile delivery experience. Leading teams through complex change using a change management methodology or framework. Lead coordination of project SMEs and stakeholders using online collaboration tools. Technology integrations. 	<ul style="list-style-type: none"> Experience delivering projects within a Not-for-Profit organisation. Implementation of cloud-based solutions. Managing budgets of \$1M+.
Knowledge	<ul style="list-style-type: none"> Demonstrated knowledge of agile and waterfall project methodologies. Project management methodology. 	<ul style="list-style-type: none"> A sound knowledge of the Not-for-Profit sector.
Skills	<ul style="list-style-type: none"> Ability to negotiate, influence and build productive relationships and an analytical and conceptual thinker. Ability to lead teams to achieve project objectives. 	<ul style="list-style-type: none"> Sound level skill in MS Project online.

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| | <ul style="list-style-type: none">• High level of computer literacy, particularly advanced Microsoft Excel, and Word.• Highly organised with effective communications.• Highly developed communication skills, both written and verbal, including an ability to prepare high level reports.• Capacity to engage constructively and respectfully with individuals of diverse backgrounds and abilities to achieve high quality outcomes. | |
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It should be noted that Position Descriptions are under constant review and may be changed at any time.