



INDEPENDENT FUND ADMINISTRATORS & ADVISERS PTY LTD

POSITION TITLE: Project Manager
BUSINESS AREA: Transformation & Projects
EMPLOYMENT STATUS: 12 Month Maximum Term Contract

PART A – POSITION SPECIFICATION

1. Position Objective

To provide coordination and management in relation to business related projects.

The Project Manager is responsible for the planning, execution and finalisation of projects that deliver the required outcomes and meet the required standard of quality; within specified constraints of time and costs and aligned with customer expectations and contracts.

Group consists of (in addition to this role):

Business Analysts

Other work relationships:

Internal

Information Technology Services

Trustee Services

Marketing

Administration Services

Financial Services

External

Clients

Consultants

Third party service providers

3. Key Responsibilities

Pre-Project Planning/Business Case Development

- Assist teams in pre-project business case development and consulting with key stakeholders to help define a solution that will fulfil the customer/business requirements.

Project Management

- Manage and coordinate day to day project tasks and expectations.
- Effectively communicate project expectations to team members and stakeholders in a timely fashion.
- Delegate tasks and responsibilities to assigned resources, where appropriate.
- Identify and manage project dependencies and critical paths.
- Plan, schedule and update project timelines and milestones using appropriate tools.
- Track and report project milestones and deliverables.
- Develop and deliver requirements documentation, presentations, status reporting and requested documentation.
- Proactively manage changes in project scope, identify potential issues, devise contingency and report these in a timely manner.

- Manage project risks and ensure the ongoing management of business risks on a day-to-day basis by initiating action to prevent or reduce adverse effects of risk, control the risk and identify and record any problems relating to the management of risk.
- Coordination of meetings and the preparation and distribution of Agenda and Meeting Minutes.
- Undertake administration associated with project where required.
- Review status reports of assigned resources and address issues as appropriate.
- Ensure project documentation is complete, accurate and stored appropriately
- Adhere to the IFAA EPM methodology and promoting and ensuring its use throughout the organisation.

Teamwork/Continuous Improvement

- Develop and maintain cooperative relationships with other team members and internal and external stakeholders, actively participating in team / staff meetings and the maintenance of a collaborative and supportive work environment.
- Work effectively and co-operatively with others demonstrating integrity and respect.
- Support the concept of continuous improvement and help identify areas for improvement.

General

- Comply with and help enforce standard policies and procedures.
- Actively ensure own health and safety and the safety of others through understanding and implementing workplace health and safety obligations.
- Ensure consistency in all dealings with internal and external clients.
- Uphold and promote the IFAA values at every opportunity.
- In addition to the above, undertake any other duties as required from time to time.

PART B– PERSON SPECIFICATION

1. Qualifications

Formal Project Management Qualifications

Highly Regarded:

RG146 Superannuation or willingness to undertake.

2. Knowledge &/or Experience

Sound knowledge of Industry Superannuation will be highly regarded or knowledge in banking/insurance and/or financial services.

Sound knowledge of Project Management Methodology.

Demonstrated experience in a project management role.

3. Key Skills/Attributes

Interpersonal: - able to identify, understand and relate client needs and work as part of a team. Able to effectively convey information and requirements to staff and external stakeholders at all levels and develop long lasting, effective relationships

Written communication – Highly developed written communication skills.

Sound change management competencies.

Personal time management, work planning & prioritisation.

Analytical and investigative: - able to take responsibility for complex investigation and follow through to completion.

Well developed problem solving skills.

Management: Ability to influence; coordinate; negotiate and motivate and acknowledges and appreciates the contribution of others.

Ability to exercise judgement and to work independently to meet objectives.

Manager/Team Leader: _____	Date: _____
Employee: _____	Date: _____