

# Project Manager

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Deputy Principal</b>
<b>Tenure:</b>	<b>24 months</b>
<b>Status:</b>	<b>Full-time, fixed term</b>
<b>Location:</b>	<b>Mt Ridley campus</b>
<b>Prepared:</b>	<b>July 2021</b>
<b>Salary:</b>	<b>To be negotiated</b>

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## Position Context

Hume Anglican Grammar is a multi-campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares. In 2019, it opened a second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. This year, the school has a total enrolment of 1,660 students (Mt Ridley 1,270 & Donnybrook 390) and employs 168 staff - 120 teaching and 48 non-teaching.

The school is on a growth trajectory and in 2022 is expected to increase to 1,840 students (Mt Ridley 1,360 & Donnybrook 480). In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students. In 2022, the first classes for the new campus will commence and be accommodated at the Donnybrook campus, to then move to the new site in 2023. Hume Anglican Grammar will ultimately have some 3,300 students with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

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## Purpose of the Position

The Project Manager is responsible for school-wide organisational transformation and design by planning, overseeing and leading projects from ideation through to completion. They manage projects or key work streams in major evolutionary projects, coordinating cross-functional teams and providing strategic advice to senior management. The position will play a critical role in the School's transformation journey of integrating complex business models, systems and processes that will ultimately influence its culture and strategy and set up the School for future success. The position will also be responsible for designing and managing key organisational processes including annual planning and the business continuity plan.

Operating in close liaison with other key staff, the Project Manager is responsible for developing and delivering a contemporary transformation strategy that has embedded key organisational principles. In partnership with the Senior Leadership Team, the position will develop a robust project management methodology that ensures all approved projects deliver measured benefits, in alignment with strategic direction and governance requirements.

The Project Manager manages all phases of the project life cycle: initiating, planning, executing, monitoring and closing. As such they have an intimate knowledge of project management methodology.

The Project Manager supports and models the School's values and Christian ethos when dealing with all stakeholders. They serve as a distinguished ambassador of the School, promote its policies and exemplify its standards.

The Project Manager is a part of the General staff and works collaboratively in a team environment to support and enrich their collective responsibilities. They promote a culture of mutual respect and encouragement, and work with others in a professional, ethical and cooperative manner.

The Project Manager has a sound working knowledge of project management functions. They attend work-related professional development activities and keep abreast of best practice within their field.

The role currently has no reports. As the School continues its growth trajectory, it is anticipated that this may change. The Project Manager reports to the Deputy Principal.

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## Nature of the Position

Upon commencement, the Project Manager will be based at the Mt Ridley campus, with the need to travel to the other campus in their private vehicle as required. In the future there may be the requirement to perform part or all of this role at other locations.

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## Responsibilities and Duties

### **Digital Transformation**

- Establishing and leading digital best practice that identifies opportunities, risks and threats and sets the School up for future success.
- Delivering a digital experience for teachers, students, parents, and the wider community that supports advanced learning strategies, knowledge management, information exchange, and delivers efficiencies across the organisation.
- Implementing outstanding modules of our student management system, including detailed workflow and process design and documentation, functional requirements and integration into other key systems.
- Providing a functional view of our current foundation systems, outlining points of integration, key functional gaps and a plan for addressing the gaps.
- Delivering user guides of current systems, highlighting their purpose and instructions for set up and use.
- Developing a digital strategy that ties together current systems, identifies key areas of digital development, outlines costs and benefits and defines a delivery plan.
- Based on the approved strategy, delivering the digital transformation.
- Influencing and supporting key stakeholders to deliver impactful change.
- Ensuring the alignment and development of school systems, services and processes that support Teaching and Learning delivery, and the management of improvement projects.
- Ongoing review of the digital strategy to implement further improvements and best practice.
- Developing processes and procedures that will identify, collect and assess opportunities for improvement throughout the School.
- Working closely with the Business Manager, Deputy Principal and School Operations Manager to analyse the costs, value and risks of a digital transformation.
- Communicating and liaising with key business stakeholders and external vendors to influence change.

## **Project Management**

- Managing transformation projects and key work streams that will contribute to the continuous improvement of the School.
- Creating, managing and reporting on the project timelines.
- Overseeing all incoming and outgoing project documentation
- Managing the tender process for external contractors (i.e. design, submission and review)
- Conducting workshops with key stakeholders when introducing new school projects.
- Injecting strategic and innovative thinking into the issues that the School faces.
- Drive improvement and transformation through the development of processes and procedures that complement the implementation of new projects and practices within the School.
- Conducting project reviews and creating detailed reports for school leadership
- Securing growth opportunities and initiating new projects
- Overseeing project budgets

## **Annual Planning**

- Developing and implementing the School annual planning process incorporating operational, financial, human resource/staffing and profile planning, performance, monitoring and reporting.
- Providing a high level of direct support to the School Leadership Team in relation to the School's annual planning process.

## **Business Continuity Planning**

- Supporting the School Operations Manager in digitising the Business Continuity Planning process.
- Assisting in development of policies to respond to potential disaster situations and implementing a framework that will aid the School in recovering quickly to restore business functions.

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## **Qualifications, Skills and Experience**

### **Essential**

- A degree in a business-related field.
- Experience in developing and implementing digital transformation strategies in complex organisations.
- The ability to develop and implement data led projects and effectively deliver commercial outcomes.
- Excellent stakeholder management and leadership.
- The ability to initiate and lead service delivery in a dynamic environment and lead cultural change.
- Experience in managing project budgets.
- Excellent relationship building and negotiation skills, including the ability to consult and interact effectively with all levels within the School.
- Relevant experience in the coordination and support of business services.
- Knowledge of key legislative frameworks affecting Victorian Schools.
- Demonstrated high level of communication and interpersonal skills, including the ability collaborate with a range of diverse groups.
- Demonstrated experience in school or business services.
- Demonstrated experience in managing projects.

### **Desirable**

- Experience in implementation of educational technologies.
  - Experience in an education setting.
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## Personal Qualities

- Excellent organisational skills with demonstrated ability to manage time, plan and show initiative.
- An eye and thirst for continuous improvement
- Intuitive and proactive approach to working within a dynamic environment.
- Excellent time management skills with the ability to work under pressure, meet deadlines, balance competing demands and operate with fixed resources.
- Ability to work autonomously and as part of a team in a supportive and collaborative manner.
- Excellent communication and interpersonal skills to build relationships with others.
- Strong customer service focus.
- Ability to receive and respond to constructive feedback.

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## Key Selection Criteria

1. Demonstrated experience in a similar role.
2. Excellent organisational, planning and administrative skills and ability to prioritise workflows.
3. Excellent interpersonal and communication capabilities to share information of both a technical and non-technical nature.

**This Position Description may be altered from time to time to meet the operational needs of the School.**