



POSITION DESCRIPTION

1. **POSITION TITLE:** Project Manager
2. **JOB CLASSIFICATION:** 3
3. **WORK UNIT:** Engineering Education Australia
4. **RESPONSIBLE TO:** General Manager
5. **LOCATION:** Melbourne
6. **PURPOSE:**

This position, as part of the EEA Management Team, is primarily responsible for the development and delivery of the EEA strategic and client delivery projects. The role collaborates with internal and external stakeholders to deliver projects supporting EEA Group strategy.

7. DUTIES

- Align and ensure delivery of all projects on the EEA Group Strategic Plan;
- Lead collaboration with Sales, Finance, Marketing and Education to build project plans and budgets to deliver business projects;
- Manage stakeholders to ensure delivery of projects in line with defined budget and project plans;
- Develop and document processes for the delivery of projects within EEA;
- Develop and provide regular project status update reports to the General Manager and relevant business area;
- Contribute content to Board Papers relevant to EEA Projects;
- Contribute to building client engagement strategies in the delivery of client projects to support repeat business;

- Provide clients with regular project status reports;
- Provide leadership and support to EA learned groups relating to product development opportunities;
- Coordinate the building of financial models to determine revenue and costs;
- Other duties as required.

8. WORK HEALTH AND SAFETY (WHS) OBLIGATIONS

As an employee of Engineers Australia, you must:

- Take reasonable care for your own health and safety in the workplace;
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace;
- Cooperate with your employer about matters of health and safety;
- Comply with any reasonable instruction and cooperate with Engineers Australia's WHS policies and procedures;
- Familiarise yourself with the broad meaning of 'workplace' in health and safety legislation and Engineers Australia WHS policies and procedures.
- Proactively identify and address major health and safety hazards in the business group.

9. COMMUNICATION AND RELATIONSHIPS

- Foster positive relationships with internal stakeholders at across EEA and Engineers Australia.
- Fosters positive relationships with facilitators, government agencies, other professional associations, legal counsel, key contractors and suppliers as well as senior executives in other organisations.

10. EXPECTED BEHAVIOURS

Stakeholder Focus	<ul style="list-style-type: none">• Implements value-add solutions based on internal and external stakeholder feedback.• Initiates contact and builds strong long term internal and external stakeholder relationships.
--------------------------	--

Change Agent	<ul style="list-style-type: none">• Actively contributes to the design of change process within area.• Energise others towards change.• Provide learning opportunities to support innovative thinking.
Effective Collaborator	<ul style="list-style-type: none">• Engages and leads conversations at meetings with confidence and impact.• Consults with key stakeholders to gain their opinions.• Builds on others views and perspectives.
Delivers Excellence	<ul style="list-style-type: none">• Manages multiple or high level projects that have strategic importance to the organisation.• Recognises risks to success, take steps to mitigate or correct risks.• Consider bigger picture in order to anticipate likely impacts on own work and team.• Actively seeks excellence in others.• Takes strategic plans, translates to operational plan and oversee implementation.

11. SELECTION CRITERIA

- Tertiary qualifications in a relevant field; i.e. Project Management or Business;
- Proven experience in Project Management;
- Outstanding verbal and written communications skills;
- Ability to establish and maintain relationships with a diverse range of stakeholders;
- Proven ability to meet project deadlines, managing competing priorities in a calm, efficient and effective way;
- A high level of computer literacy with a strong working knowledge of Project management systems data and reporting;
- Proven business analytics skills, including the ability to interpret data and develop key messages;
- Proven leadership and the ability to influence;
- Strong interpersonal skills with the ability to liaise effectively with Board members, senior management and external stakeholder officials;
- A proactive, 'can-do' attitude with the ability to multi-task and produce accurate work across multiple and competing deadlines;
- Self-motivated with the ability to work both independently, and collaboratively, in a team environment.