

# PROGRAM MANAGER

## POSITION DESCRIPTION



<b>Role Title:</b>	Program Manager	<b>Reports to:</b>	GM Corporate Services
<b>Primary Location:</b>	Kalimna West	<b>Employment:</b>	Ongoing
<b>Hours:</b>	Full Time	<b>People Leader:</b>	Yes
<b>Line of Business:</b>	Corporate Services	<b>Direct Reports</b>	Nil
		<b>Job Level:</b>	Manager

### Role Purpose:

The Program Manager is responsible for the effective and successful management of the GLaWAC contracts register and contract obligations. You will also oversee government reporting requirements, monitor budgets, and assist with the reporting of variances and project expenditure forecasts.

You will monitor each project, liaise with Project Managers across GLaWAC to gather information and provide support. You will establish and maintain key external contacts for each project.

A primary focus will be to review, make recommendations and implement suitable project management software.

Reporting to the General Manager, Corporate Services, this role will collaborate on continuous improvement initiatives.

### Role Accountabilities:

<b>Financial Management</b>	<ul style="list-style-type: none"> <li>Monitoring budgets, variation reports, life-of-project expenditure forecasting</li> <li>Support leaders to manage their budgets</li> <li>Reinforce GLaWAC's delegation requirements to ensure compliance</li> <li>Support the development and management of budgets &amp; project plans</li> <li>Report on financial and budget performance and project status to the General Managers and key funding partners</li> </ul>
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>Develop and maintain contract oversight, process and system requirements, consistent with organisation delegation requirements</li> <li>Maintenance of contracts register (&gt;60 contracts)</li> <li>Oversee government reporting requirements</li> <li>Ensure all statutory and legislative requirements are adhered to with regards to contracts</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Provide regular reporting, advice and information to General Managers and Project Managers regarding projects and emerging issues or risks</li> <li>Provide regular, formal communication to team members on priority plans and actions</li> <li>Assist with external communication regarding program delivery to other agencies</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>Develop and maintain relationships of mutual respect with external stakeholders, agencies, community and staff</li> <li>Actively participate in meetings with an eye on GLaWAC's organisational priorities</li> </ul>
<b>OHS</b>	<ul style="list-style-type: none"> <li>Reinforce a Safety-First Culture</li> <li>Follow established OHS requirements</li> <li>Report any incidents or concerns to appropriate managers and through provided reporting mechanisms.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Requirement to undergo vaccinations are determined by employer from time to time</li> <li>Although we may offer work flexibility to work from home, the employer can direct you to return to the office</li> <li>Other duties as directed by the General Manager Corporate Services</li> </ul>

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### Specific Role Experiences

<b>Essential</b>	<ul style="list-style-type: none"><li>• Extensive experience managing budgets, monitoring projects and administrative tasks</li><li>• Excellent communication and interpersonal skills</li><li>• Strong analytical and problem-solving skills</li><li>• The ability to create meaningful insights from business data</li><li>• Demonstrated leadership experience and a strong passion to coach and develop others</li><li>• Experience with financial software</li><li>• Strong attention to detail</li><li>• Strong Excel skills</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• A tertiary qualification in Business, Commerce, Project Management or related field</li><li>• Contract management</li><li>• Report writing</li><li>• Support for Tender applications</li><li>• Government reporting</li><li>• Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture</li></ul>

### Core Leadership Capabilities:

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example

### Mandatory Licence and Checks

- Pre-employment check including: Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Current Victorian Manual Driver's Licence
- Working With Children Check
- Police Check

### Key Relationships

#### Internal

- GM Corporate Services & team
- Project Managers
- All staff

#### External

- Strategic Partners
- Government Agencies