

# Program Manager

## Position Description



<b>Reporting</b> GM Business Services	<b>Location</b> Kalimna	<b>Hours</b> 0.6 FTE	<b>Contract</b> Ongoing	<b>Reports</b> Nil	<b>Job Level</b> Manager
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## The 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 reporting variances and project expenditure forecasts.

The Program Manager will monitor each project and 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 of Business Services, this role will collaborate on continuous improvement initiatives.

## The Role



Monitoring budgets, variation reports, life-of-project expenditure forecasting  
Support leaders to manage their budgets  
Reinforce GLaWAC's delegation requirements to ensure compliance.



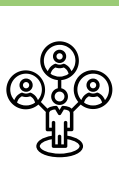
Role model appropriate behaviors and attitude for the workplace environments.  
Provide informal and/or intensive support for Project Managers as required.



Support development and provide advice, share work experiences.



Provide flexible approaches to support and address the needs of Project Managers.



Support program managers by providing administrative support as required.  
Inform General Managers and Project Managers about grant funding opportunities.



Other duties as required  
Always demonstrates GLaWAC values.  
Observe confidentiality guidelines.

## Other Requirements

- Commitment to complete mandatory training
- Current Victorian Manual Driver's Licence
- Requirement to undergo vaccinations where applicable
- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Pre-employment Fitness Testing
- Working With Children Check
- Police Check

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### Essential Skills/Experience

- Extensive experience managing budgets, monitoring projects and administrative tasks.
- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving skills.
- The ability to create meaningful insights from business data.
- Demonstrated leadership experience and a strong passion to coach and develop others.
- Experience with financial software Strong attention to detail.
- Strong Microsoft Excel skills.

### Desirable Skills/Experience

- A tertiary qualification in Business, Commerce, Project Management, Grant writing or a related field.
- Contract/Grant management.
- Report writing.
- Support for Tender applications Government reporting.
- 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.

### 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