Position description

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| **JOB TITLE** | Project Management and Change Officer |
| **BUSINESS UNIT** | Strategy and Social Inclusion |
| **REPORTING TO** | Chief Strategy Officer |
| **LOCATION** | Parramatta |
| **DATE** | December 2016 |
| **CLASSIFICATION** |  |

# Purpose of the position

Oversee the delivery of project portfolio and provide timely and expert advice to ensure continuous improvement in development and coordination of Business Plan, Reporting, and Project Management practices

# Organisational context

Evolve Housing is the trading name for Affordable Community Housing Limited, a not-for-profit Community Housing Provider (CHP) headquartered in Parramatta, NSW. We commenced operations as Affordable Community Housing Limited in May 2008, following the amalgamation of Cumberland Housing Co-operative Limited and Western Suburbs Community Housing Co-operative Limited. In 2012, we launched trading as Evolve Housing.

Over this time, our organisation has grown significantly to become one of the largest community housing providers in Australia. Evolve Housing currently undertakes tenancy and property management on behalf of Government, private sectors and for properties we own; procures and develops affordable housing independently or in partnership with the development industry; sources leasehold properties in the private rental market and delivers housing and support services for youth through Evolve Housing for Youth. We have a number of partnerships including two Joint Venture partnerships. Our Joint Venture partnership in Tasmania is Affordable Community Housing Limited trading as Centacare Evolve and other Joint Venture Evolve Pacific Developments is aligned to the Central Coast and Hunter regions of NSW. Evolve Housing currently manages a portfolio of more than 4,200 properties across Australia, providing homes to almost 12,000 residents. We exclusively own or manage properties located across multiple local government areas with 60% of those properties located in the high need area of Western Sydney.

# role dimensions

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| **Staffing:** | | | **Budget:** | | |
| Direct reports: | 0 | | Recurrent: | | N/A |
| Indirect reports: | 0 | | Staff: | |  |
| Total: | 0 | | Capital: | |  |
| **Financial delegation (if any):** | | Per policy | | | |
| **Administrative delegation (if any):** | | Per policy | | | |
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The scope and responsibility of this role may reasonably change or broaden to enable the organisation to continue to deliver on its strategic and operational objectives.

# key accountabilities

1. Facilitate, coordinate and continuously improve Evolve Housing’s annual Business Planning and reporting processes
2. Coordinate and continuously improve Evolve Housings Business Reporting Framework
3. Work closely with the Group Executive Team and CEO to develop, manage and coordinate a diverse range of projects to progress the organisation’s strategic directions.
4. Work collaboratively with the Legal and Governance team to identify and address key risks and issues, to adhere with Evolve Housing’s risk management protocols.
5. Establish standardised project management practice across all Evolve Housing major business projects
6. Support Managers to implement projects to  maximise the likelihood that projects meet objectives and are managed on time and within budget,
7. Develop and implement appropriate project management governance practices and processes to ensure their application on a consistent basis and in line with Evolve Housing management methodology, standards, operating practices and procurement guidelines
8. Act as the primary source of knowledge, expertise and champion for Evolve’s project management methodology to promote and support consistent utilisation and continuous improvement in project management tools, templates and processes
9. Manage the development and implementation of project management training and information sharing to improve future project delivery and build internal project management capability

# Key selection criteria

1. Relevant Tertiary and Professional qualifications / equivalent training in project management principles, methods and techniques
2. Experience in establishing and maintaining project management processes, guidelines, metrics, tools and templates in a PMO management role
3. Demonstrated experience in project and business planning
4. Demonstrated application of effective and appropriate communication skills at a high level, including written skills, cultural sensitivity, listening, facilitation and interviewing
5. Demonstrated ability to maintain confidentiality and exercise discretion
6. Strong MS office, word, excel and outlook skills
7. Demonstrated ability to work as an effective team member
8. Experience in mentoring, training and supporting teams in the use of project management processes, tools and templates

# governance dimensions

### Code of Conduct

Observe and apply relevant policies and procedures and report non-compliance.

### Workplace Policies

Observe and apply relevant policies and procedures and report non-compliance.

### Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff and visitors to Evolve Housing.

### Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered to, in order to comply with policy.

### WHITE RIBBON/DOMESTIC VIOLENCE

Observe and support the organisations commitment to ending violence against women and children.

# Challenges

Major challenges facing the position are:

* working collaboratively across the organisation
* meeting prescribed outcomes within a limited timeframe
* working across a diversity of internal and external stakeholder groups, and
* Oversee multiple new projects starting and existing projects being brought to closure given the potential for competing priorities and demands
* Balancing the strategic, project management, advisory and capacity building elements of the role

# employment agreement

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

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| **Signatories** | **Name** | **Signature** | **Date** |
| Team Leader |  |  |  |
| Employee |  |  |  |

# Position Description approval

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| --- | --- | --- | --- |
| **Signatories** | **Name** | **Signature** | **Date** |
| Authorised Delegate (per  Administrative Delegation Policy) |  |  |  |