

AUSTRALIAN COLLEGE OF NURSING

POSITION DESCRIPTION



JOB TITLE:	Project Manager
REPORTING TO:	Director of Academic Studies (Project Sponsor)
LOCATION:	Parramatta
JOB PURPOSE:	To provide leadership and high-level project management skills in the development, management and implementation of system and process improvements to support ACN's commitment to Domain 5 Quality Assurance Higher Education Standards Framework (Threshold Standards)2015 HES Framework
JOB HOLDER RESPONSIBILITIES:	<ul style="list-style-type: none"> • To manage the Graduate Certificate Course Review Project from initiation to closure June 30th, 2021. • To analyse all ACN's 2020 Graduate Certificate Course review reports and identify opportunities for systemic and individual course improvement. • To develop a project plan for the improvement of the delivery of all ACN's Graduate Certificates embedding ACN's culture of Quality Assurance by ensuring ACN's Graduate Certificates meet the following standards Higher Education Standards Framework (Threshold Standards)2015 HES Framework <ul style="list-style-type: none"> Standard 1.4 Learning outcomes and Assessment Standard 2.1 Facilities and infrastructure Standard 3.1 Course Design Standard 3.3 Learning resources and educational support • Proactively manage and execute project activities by; developing tools and best practices in the Graduate Certificate Course Review project to deliver the completed project by June 2021. • Effectively engage with the project sponsor and key internal stakeholders to ensure deliverables and resolve any issues and solve problems throughout the project life cycle • Supervise, manage and motivate cross functional teams to achieve project goals and outcomes and to ensure project management capability is maintained. • Track and report on project milestones and provide status reports to sponsor throughout the project cycle and at the end of the project. <p><i>Compliance</i></p> <ul style="list-style-type: none"> • Comply with all ACN policies and procedures and relevant legislation • Maintain a contemporary knowledge of and actively practice principles of Work Health and Safety and Equal Employment Opportunity • Demonstrate a commitment to the principles of risk management and customer focus • Act within the confines of legal, ethical and moral boundaries
FINANCIAL DIMENSIONS	<ul style="list-style-type: none"> • Delegations as per delegation manual
PERSONNEL SUPERVISED	

QUALIFICATIONS AND EXPERIENCE	<p>Essential Criteria</p> <ul style="list-style-type: none"> • A qualification in Education or Project Management and or equivalent experience. • A proven track record of project management and delivering projects on time. • Demonstrated knowledge of contemporary approaches to people management and advanced skills in managing people. • Demonstrated high-level computer skills and proficiency in the use of Microsoft Office Suite including TEAMS and Project Management software • Proven ability and willingness to work collaboratively with a diverse group of staff • Demonstrated high level of verbal and written communication skills • Proven well-developed interpersonal, problem solving and time management skills • Demonstrated ability to work collaboratively with internal and external customers • Demonstrated ability to multi-task in a high volume and deadline-driven environment whilst maintaining a high standard of work
JOB SPECIFIC SKILLS	<ul style="list-style-type: none"> • Willingness to undertake travel for work purposes if required
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • High level of professionalism and presentation • Willingness to align with ACN Organisational values and ways of working and being • Strong desire to be part of a high performing team and contribute to values-based leadership and a positive, learning organisational culture • Show initiative, flexibility, adaptability, and organisational skills with a 'can do' attitude • Ability to represent ACN in a positive and professional manner • Outcomes focussed

I, _____ acknowledge receipt of this position description and have reviewed its contents

Signature

Date