**POSITION DESCRIPTION**

**Position title: ITSG Project Manager**

**Location: Head Office (primary location)**

**Reports to:** CIO

**Entities:**  GMHBA Limited (all brands), health.com.au

**Organisational level:** Technical Specialist

**Reports:**  Ni

**Job Purpose:**

To display outstanding project management and analytical skills to support the CIO to provide oversight of projects within ITSG and to effectively deliver specific projects as directed by the CIO to a high standard.

**Accountabilities:**

**ITSG Technology roadmap**

* Provide oversight of delivery of the technology roadmap and projects involving ITSG, including the development of project deliverables/milestones/schedule/budget from an ITSG perspective
* Identify ITSG resource requirements and develop resource plans for the effective delivery of projects and work streams
* Report to the CIO and respective Steering Committees on a frequent basis regarding the project health – scope, schedule, budget, resources, risks & issues, dependencies and impact on business benefits

**Project Analysis, Planning and Implementation**

* Contribute to delivery of all aspects of the GMHBA’s overall strategic plan and objectives through project planning, prioritisation inter-dependencies, resource and budget management.
* Work on multiple concurrent projects of varying complexity and scale from concept through to post-implementation phases.
* Develop business cases and associated financial models and analytical activities.
* Work with SMEs and take ownership of developing business process diagrams to develop process gap analysis leading into business process re-engineering
* Work with SMEs and take ownership of documenting business and system requirements, developing test scenarios, plans and cases and overseeing and/or executing user acceptance testing
* investigate work stream inter-dependencies to identify appropriate mitigation strategies
* Work with ITSG departments on work allocation, identifying critical paths, constraints and dependencies.

**Quality, Risk and Issue Management**

* Capture project issues, risks and decisions, including prioritisation of issues and risks and helping to develop strategies and controls to mitigate these
* Ensure the incorporation of quality checkpoints to form part of the project delivery plan and acceptance/sign-off of milestones and deliverables

**Regulatory & Reporting**

* Ensure compliance with the Company’s delegated authorities, business plan, policies and standards.
* Keep up to date with regulatory trends and changes, and ensure the company anticipates and navigates changes successfully.

**Stakeholders & Advice**

* Work with the GMHBA Ways of Working / Operating Model team to ensure consistency with the outputs being recommended
* Collaborate and seek input from specialist functions and others as required, to maximise performance outcomes.
* Take opportunities to maintain positive and constructive relationships with internal and external stakeholders.
* Demonstrate and display a personal commitment to coaching and mentoring others and role model GMHBA’s values.

**Other**

* Uphold the company values, culture and performance standards
* Embrace the mindset and actively contribute towards embedding the GMHBA Way including working in an Agile environment.
* It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.
* The accountabilities described within may be altered in accordance with the changing requirements of the role.

**Key Relationships:**

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| --- | --- |
| **Internal:**   * Executive and Senior Level Management * All GMHBA Limited Business Units * health.com.au | **External:**   * Vendors, providers, builders and related contract services |

**Skills, Experience and Qualifications:**

**Mandatory**

* Tertiary qualification in Business, IT or related discipline and minimum 3 years equivalent experience
* Professional qualification in Project Management – PMBOK/Prince2/PMI
* Demonstrate experience applying project management techniques, including adoption of Waterfall and Agile methodologies and principles in projects
* Ability to develop end-to-end project lifecycle, from project conceptualisation through to post-implementation review
* Strong financial analysis, modelling, business process, systems analysis and workshop facilitation skills and experience
* Proven hands-on experience in working on a range of small, medium and large-scale projects involving Business and Technology change
* Excellent written and verbal communication skills
* Highly astute stakeholder management skills and experience and ability to work with staff from across all levels of an organisation

**Highly desirable**

* Experience in vendor sourcing and management
* Experience working in financial services industry and/or Private Health Insurance industry
* Experience working in an Agile delivery environment and leading cross functional project teams as Scrum Master