Intrepid Group

JOB DESCRIPTION

Effective From: July 2018

NAME:		REPORTING TO:	Group Reporting & Planning Manager
POSITION TITLE:	Project Manager- Finance ERP	**DIRECT REPORTS:**	TBC - As per project plan
DEPARTMENT:	**Finance**	**LOCATION:**	Melbourne, Australia

POSITION PURPOSE

The Project Manager - Finance ERP will be responsible for the successful implementation of the new Finance ERP system with success defined as including technical, functional and human aspects. The role is an all-encompassing opportunity starting with the procurement of the system and will lead and manage the project scope, plan, execution, delivery, change management, user adoption and pathway to benefits realisation. This is a key role within the Finance department. It will require a high degree of collaboration and strong stakeholder engagement with colleagues, team members, users, managers, suppliers (internal and external) and the Intrepid Group leadership team. The Project Manager will have extensive experience in Finance system implementations, including in an agile environment with a bias towards delivering business value early in the project phasing. While both are key criteria, exceptional people management skills are preferred over exceptional technical skills.

The Project Manager will have the authority to run the project on a day-to-day basis on behalf of the project steering committee, within established constraints and will be responsible for ensuring that all deliverables are met to the required standard of quality and within the constraints of time and cost.
The role may include the need to travel internationally on a regular basis.

QUALIFICATIONS, TECHNICAL SKILLS AND EXPERIENCE

Essential
- Bachelor of Commerce/Business/Finance or related tertiary degree
- 10+ years of experience managing projects in a lead role
- Experience with the implementation of an ERP in a global company
- Strong ability to lead a team to ensure work is completed on time and to budget
- Strong organizational, leadership, management and multi-tasking skills
- Outstanding proven ability to control a project budget

Desirable
- Finance or business systems background is preferred
- Experience working in an Agile environment

SOFT SKILLS AND OTHER PERSONAL ATTRIBUTES

Essential
- Strong organisational skills and the ability to multi-task across a range of projects and areas of the business
- Outstanding communication skills, including written and verbal communication skills and the ability to direct others to achieve agreed objectives
- Outstanding interpersonal and people management skills, and a proven ability to build rapport with a wide range of people and lead a collaborate team
- Ability to lead a team to ensure work is completed and optimized to reach the required quality outcome within the constraints of scope, time and budget
- Strong capacity to work within a flexible and dynamic environment and adapt easily to change

- Demonstrated or strong potential to develop 7 Essential Superpowers of an Intrepid Group Manager: Be a master communicator; provide feedback and coaching; empower and collaborate; provide clarity to your team; take ownership and be accountable; champion a strong team culture; be adaptable and flexible
- Understands the reciprocal nature of speed and governance

Desirable
- Willing to travel internationally during project on a regular basis

VALUE ALIGNMENT AND PURPOSE

Essential
- Passion for travel and belief in Intrepid Group's responsible travel philosophy
- Understanding of and support for Intrepid Group's Purpose Beyond Profit ethos
- Clear alignment with Intrepid Group's values (Growth, Innovation, Fun, Responsibility, Passion, Integrity)
- A digital mindset

ACCOUNTABILITIES

Area of Accountability	Benchmark Measure
Vendor and Contract	- With the support of the Tech Services procurement manager, determine the proper and appropriate funding for the procurement. - Monitor the progress of the RFP, RFQ - Prepare the list of key component and requirements for the vendor and the implementation partner contracts and prepare the procurement contract plan. - Review the implementation partner contract and determine the scope of events, high level work breakdown structure, and processes to effectively manage the contract. - Prepare the evaluation criteria for the procurement. - Prepare and participate in any bidder presentations or question-answer sessions with supplier. - Assist in examining and evaluating the supplier response to verify that it meets requirements. - Assist the Sponsor and Steering Committee in decision making on selecting vendor. - Participate in contract negotiations. - Implement formal performance monitoring practices required for the contract and perform risk reviews.
Workplan	- Establish project baselines and identify milestones. - Identify phasing that delivers business value as early as possible - In conjunction with the successful vendor and implementation partner, create the project work plan and work breakdown structure. - Estimate activity duration and develop activity list for each work breakdown structure item. - Identify resource requirements. - Develop project timeline- deployment plan. - Provide direction and guidance to the project team and identify and integrate other project and requirements into the work breakdown structure. - Identify dependencies between activities in work breakdown structure. - Minimise scope creep. - Sequence the activities in the work breakdown structure.

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Area of Accountability	Benchmark Measure
	• Optimise the workplan for constraints, resources, business value, critical paths and activities. • Review workplan of others and approve. • Recommend final workplan to Steering Committee for approval. • Review workplan of others and approve
Scope/Change	• Prepare scope management strategy and executive summary. • Define the process for identifying and documenting the need for change in the project. • Establish method for classifying and recording change requests and establish escalation procedure. • Establish governance framework and delegations for approval of changes • Make recommendations for changes requiring Sponsor or Steering Committee approval • Approve change resolutions and assign resources for change request resolution. • Update the project baseline according to approved change requests. • Review status of the Change Request Log and changes and evaluate their progress. • Review the change request actions for appropriateness and timeliness of execution. • Review the change resolution schedule and verify that it has minimal effects on the project schedule.
Communications	• Develop communication strategy including stakeholder identification and engagement plan • Develop, coordinate and assess effectiveness of project communication. • Develop and deliver "key messages" throughout the implementation. • Develop the Project communications plan and provide status updates to teams and management. • Manage program and project level tracking and reporting • Promote early identification and communication of risks, issues and solutions • Perform internal communications planning for the project, including determining the needs of stakeholders. • Report to the project steering committee and sponsor through performance reports and assessments.
Financial	• Establish the financial baseline and track progress to the plan. • Establish process to validate invoices, time and expense tracking and monitoring for the implementation partner. • Identify, track and report on risks related to project financials. • Implement or participate in any change control activities related to the implementation partner contract including identification, analysis, justification and approval.
Organisation	• Define roles and responsibilities for the project team. • Identify available resources for the project team- interview and select in consultation with manager. • Evaluate performance of team and provide constructive guidance where needed. • Review and approve the training plan for deployment phase considering the global nature of the business. • Evaluate project dependencies regarding resource- have mapped out in plan of deployment.

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Area of Accountability	Benchmark Measure
Risks/Issues	- Determine expectations and quality standards from project steering committee. - Actively participate in the identification, prioritisation and quantification of risks. - Develop a risk response plan and risk mitigation strategies for identified risks. - Integrate risk activities into plan and keep updated via risk register. - Develop issues plan and define issue priority. - Assign issue to owners and review status regularly to evaluate progress. - Escalate issues where appropriate and approve resolution. - Review issue resolution schedule and verify impact on project schedule and ensure issues are resolved in a timely manner- close issues.
Responsible Business / Purpose Beyond Profit	Understand Intrepid Group's 'Purpose beyond Profit' philosophy and contribute to the achievement of the social, environmental and Intrepid Foundation goals as set by IG each year