



## POSITION DESCRIPTION

<b>Position Title:</b>	Manager Strategic Projects and Reporting
<b>Location:</b>	Box Hill
<b>Reporting to:</b>	Executive General Manager Strategy, Mission & Innovation (EGM SMI)
<b>Direct Reports:</b>	3 TBC

## ORGANISATIONAL CONTEXT

### Our Vision

The St Vincent de Paul Society (the Society) aspires to be recognised as a caring Catholic charity offering 'a hand up' to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

### Our Mission

The Society is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

### Our Values

- Commitment: Loyalty in service to our mission, vision and values
- Compassion: Welcoming and serving all with understanding and without judgement
- Respect: Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- Integrity: Promoting, maintaining and adhering to our mission, vision and values
- Empathy: Establishing relationships based on respect, trust, friendship and perception
- Advocacy: Working to transform the causes of poverty and challenging the causes of human injustice
- Courage: Encouraging spiritual growth, welcoming innovation and giving hope for the future

### Our Services

The Society's members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community. Key services include home visitation; youth programs; soup vans; assistance for asylum seekers and refugees; programs for people experiencing mental illness; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the Society. The Society is made up of dedicated 'members'; all who volunteer their time to undertake a range of community support activities at a local level ('conference'), semi-regional level ('regional'), regional level ('central'), and state level ('state'). There are also a number of volunteers who form part of collaborative state and national committees, special works and also service the Vinnies Shops. The Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.

## PURPOSE OF ROLE

As a 'trusted adviser' to the Executive General Manager Strategy, Mission and Innovation, this role provides technical and adaptive leadership to shape the strategic direction of our organisation and drive continuous improvement in our governance.

## KEY RESPONSIBILITIES

**Strategic planning support:** Assist in coordinating the Group strategic and corporate business planning processes ensuring alignment with the organisation's mission and goals. Facilitate and report on the implementation of the strategic plan and strategic projects, tracking progress and evaluating effectiveness.

**Enterprise Project Management:** Lead and manage a hybrid EPMO within the organisation, providing advice to the executive on project investment and progress. Provide the board with a clear view of all strategic projects through monthly reports.

**Reporting and coordination:** Develop regular reports on the delivery of the strategic and business plans, as well as leading the development and reporting on an outcomes measurement framework to assess the impact of our programs and services. Coordinate with various teams to gather data and insights, ensuring timely and accurate reporting.

**Analytics and Insights:** Lead a team to develop and maintain robust analytics capabilities to monitor progress towards strategic goals and projects. Generate actionable insights from data and trends, facilitating data-driven decision-making within the organisation.

**Advocacy:** Support the design and implementation of an evidence-based Strategic Advocacy Plan for SVDP. Identify, develop and improve our external relationships, partnerships and advocacy through collaborative activities and submissions.

As with every member of the organisation's leadership team, the Manager Strategic Projects and Reporting must consistently model the behaviours and values expected from all staff, volunteers and members.

## KEY ACCOUNTABILITIES

Key Accountability	Deliverables
<b>Strategic planning support:</b>	<ul style="list-style-type: none"> <li>Coordinate the development of corporate business plans to implement the Group Strategic Plan</li> <li>Collaborate closely with internal stakeholder groups to support the design of strategies and plans, ensuring they reflect the organisation's mission, values, and long-term objectives.</li> <li>Support the design, implementation, review and continuous improvement of the use of contemporary and insightful data on key metrics to inform strategic and operational decision making</li> </ul>
<b>Enterprise Project Management</b>	<ul style="list-style-type: none"> <li>Oversee, monitor or manage delivery of strategic projects, ensuring they are delivered in accordance with relevant legislation, regulation and PM good practice.</li> <li>Manage the functions of the EPMO</li> </ul>
<b>Reporting and Coordination</b>	<ul style="list-style-type: none"> <li>Support the Board, CEO and Executive Team to monitor and report on delivery on the strategies and strategic plan delivery, as well as strategic projects and overall organisational performance</li> <li>Develop an outcomes measurement framework to assess the impact of our programs and services. Coordinate with various teams to gather data and insights, ensuring timely and accurate reporting.</li> </ul>

Key Accountability	Deliverables
	<ul style="list-style-type: none"> <li>Proactively engage with stakeholders to gather relevant information, data, and statistics for strategic decision-making.</li> <li>Collaborate with program managers and stakeholders to define key performance indicators (KPIs) and data collection methods.</li> <li>Support your team to establish data analytics tools and methodologies to monitor performance against strategic goals.</li> </ul>
<b>Analytics and insights</b>	<ul style="list-style-type: none"> <li>Regularly analyse data to identify patterns, trends, and areas for improvement.</li> <li>Lead staff in the team to translate data-driven insights into actionable recommendations for the executive team.</li> </ul>
<b>Advocacy</b>	<ul style="list-style-type: none"> <li>Develop, implement and improve the Group's strategic approach to engagement and advocacy through stakeholder mapping, strategic engagement and advocacy plans.</li> <li>Ensure open lines of communication with all parties involved in the strategic planning process.</li> <li>Support the development of resources to empower partnership and agreements made at all levels in the organisation.</li> </ul>
<b>Contribute to the organisational culture</b>	<ul style="list-style-type: none"> <li>Demonstrate understanding and empathy with the mission and ethos of the Society and ensure the Society's values are incorporated into all aspects of the performance of the role</li> <li>Respect the Catholic values inherent within the Mission of the organisation and the expression of spirituality and reflective practice in the workplace</li> <li>Model and promote organisation-wide collaboration to create an inclusive, safe, ethical, and open culture where people feel valued and are actively engaged in consultation, change management, continuous improvement, and learning</li> <li>Contribute to developing a culture of continuous improvement and respond positively to change</li> <li>Positively contribute to and influence organisational culture</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>Investigate safety incidents and close off related actions in the required timeframes; engage HR for support where required</li> <li>Ensure your teams understand and are accountable for risk management with their work</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Responsible for all other duties as advised by the EGM SMI</li> </ul>

## POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Executive General Manager Strategy, Mission & Innovation	Internal	<ul style="list-style-type: none"> <li>Direct reporting, provision of information and support</li> </ul>
Board, Council and other committees	Internal	<ul style="list-style-type: none"> <li>Developing reports to relevant committees as required</li> </ul>
Senior Leadership Team and other Managers	Internal	<ul style="list-style-type: none"> <li>Liaison with representatives from the respective departments</li> </ul>
Other SVDP Staff, members and volunteers	Internal	<ul style="list-style-type: none"> <li>Work across all internal stakeholder groups in SVDP to gather and share information relating to the design and delivery of the Group strategic plan and the improvement of service provision.</li> </ul>
NFP and Social Sector partners	External	<ul style="list-style-type: none"> <li>Delivery partnerships, coordinated advocacy</li> </ul>
Vendors/contractors	External	<ul style="list-style-type: none"> <li>Work with outsourced service providers as required</li> </ul>
Government and for-profit	External	<ul style="list-style-type: none"> <li>Advocacy</li> </ul>
Peers in industry	External	<ul style="list-style-type: none"> <li>Networking, Intelligence, support &amp; partnerships</li> </ul>

## DELEGATIONS OF AUTHORITY

You will be required to work within the Society's Delegations of Authority Policy.

## KEY PERFORMANCE INDICATORS

These will be developed by the EGM SMI in consultation with the incumbent and will be reviewed regularly.

## KEY REQUIREMENTS

### Experience and skills:

- Proven skills in project management and project reporting
- Demonstrated experience developing and coordinating plans and board level reports
- Proven experience designing strategies, preferably in the nonprofit sector.
- Strong analytical and data interpretation skills.
- Engagement, influence, facilitation and communication skills
- Exceptional communication and interpersonal skills.
- A passion for social impact and a commitment to the mission of St Vincent de Paul Society Victoria.



- Ability to implement and embed frameworks across an organisation
- Sound information technology skills

**Experience and Knowledge:**

- Experience developing and implementing performance measurement and/or continuous improvement frameworks
- Experience leading engagement and advocacy activities
- Ability to work effectively with governance, members, staff, volunteers and externals
- Knowledge of human-centred design principles, IAP2

**Personal attributes:**

- You have awareness of, and ability to work within, the ethos and values of the Society.
- You are a team player and a problem-solver;
- You have strong emotional intelligence, personal resilience and tenacity
- You are comfortable working proactively with limited supervision
- You have excellent interpersonal skills and can develop productive and positive relationships with people at different levels of authority
- Your time management skills are excellent, with an ability to meet tight deadlines.

**DESIRABLE**

**Experience, skills and attributes:**

- MBA or similar qualification desirable
- Project Management qualifications desirable
- Knowledge and / or previous experience in the Not-For-Profit sector;
- Experience in advocacy and/or government relations

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.