

POSITION DESCRIPTION

POSITION TITLE:	Enterprise Project Manager
SECTION:	Executive Director's Office
REPORTS TO:	Manager, Enterprise Governance & Projects
CLASSIFICATION:	Professional Officer – Level 2
AWARD:	Professional Officers Certified Agreement
LOCATION:	Townsville Catholic Education Office

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offer both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information www.tsv.catholic.edu.au

OUR SYSTEM VISION

“The promotion of the human person is the goal of the Catholic school”

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998



ABOUT THE ROLE

The Enterprise Project Manager is responsible for the delivery of projects to support the TCE Strategic Directions 2022-2026, with an emphasis on enterprise-wide business improvement projects.

This dynamic role works with key stakeholders to coordinate projects, analyse risks and identify change management activities. The role ensures projects are managed in a controlled manner to achieve project deliverables within agreed cost, timescale and resources.

The Enterprise Project Manager reports to the Manager, Enterprise Governance & Projects, and has management responsibilities (e.g. task assignment and tracking) for assigned project team members.

KEY ACCOUNTABILITIES

- Manage projects that may impact multiple teams, in alignment with the TCE Enterprise Project Management Framework.
- Develop formal project plans, budget, supporting documents, records and registers.
- Manage and maintain effective key stakeholder relationships, networks and interdependencies to ensure that each project achieves the identified benefits and objectives.
- Work collaboratively with project sponsors to ensure projects are resourced appropriately to allow project products and deliverables to be achieved in a timely manner.
- Guide, lead and coach team members and ensure stakeholders are informed and engaged throughout each project life cycle.
- Enable informed decision making on project issues by developing timely and relevant written submissions, briefs, presentations and information papers for project stakeholders on project, financial and governance matters.
- Proactively identify risks to projects and coordinate and lead discussion with key stakeholders on critical issues and risks.
- Manage projects by monitoring and reporting on each project against project plans, schedules and budgets.
- Provide advice and input to project deliverables to ensure they meet quality standards and comply with broader frameworks and strategic plans and objectives of TCE.
- Contribute to the continuous improvement of TCE Enterprise Project Management capability within the organisation.
- Other duties as directed.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training

and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- Experience in managing organisation-wide projects across multi-disciplinary teams.
- Experience in contributing to and leading people in teams.
- Proven ability to motivate and engender a commitment to productive team culture.
- Experience in report and submission writing to support project management activities.

Knowledge

- Knowledge or the ability to gain knowledge of PRINCE2 project management methodologies.
- Knowledge and application of risk management strategies.
- Knowledge of change management strategies.

Skills

- Highly organised with attention to detail and ability to balance the competing deadlines of multiple projects.
- Developed interpersonal skills, including an ability to build and maintain productive relationships with a broad stakeholder group.
- An ability to communicate effectively and confidently with a range of employees across TCE.
- Well-developed conflict resolution skills, with the ability to facilitate difficult conversations.

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- Current Driver's Licence.
- Ability to travel from time to time within the Catholic Diocese of Townsville.
- Ability to perform the physical requirements of the role in a safe manner.

Desirable Criteria

- Qualifications or ability to gain qualifications in project management frameworks such as PRINCE2
- Tertiary qualifications in a related field
- Relevant industry experience in the education sector.

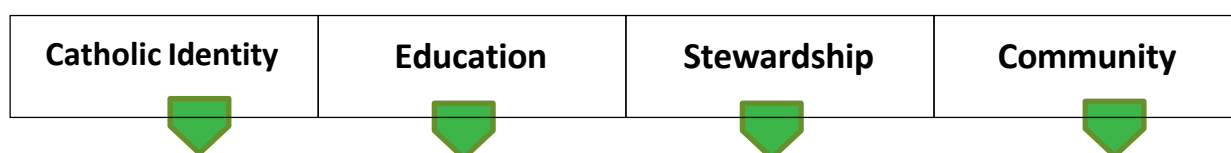
Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom. You will be assessed on your ability to demonstrate the following four capabilities: Personal, Professional, Relational and Organisational within context to the key accountabilities identified above. You will be expected to integrate knowledge, skills and attitudes within scope of the TCE Leadership Domains of: Catholic Identity, Education, Stewardship and Community in line with the Strategic Direction, Vision and Values.

Identity and Ethos

Strategic Organisational Leadership Success



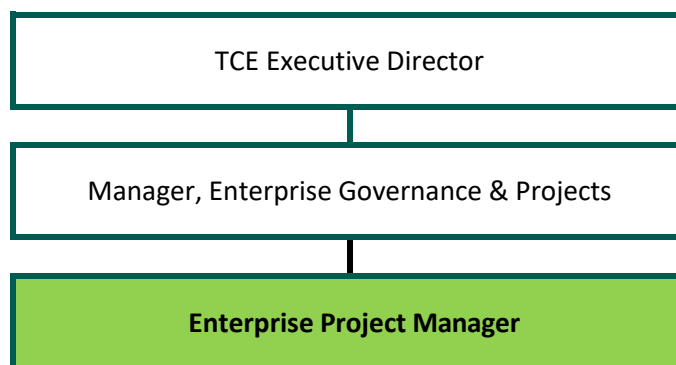
Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Demonstrates intellectual acuity	Shapes and implements change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Uses intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Develops efficient and robust structures and systems
Exemplifies honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a sound educational focus

Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in strategic and future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Develops organisational capacity to respond to contemporary and future needs
Communicates with influence	Avoids imposing old paradigms on new realities

Is authentically present	Fosters a growth promoting workplace
Displays a trusting disposition	Exercises principled and ethical stewardship
Cultivates collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Builds a sharing organisational culture that focuses energies and talents
Nurtures leadership capability in others	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The Enterprise Project Manager is accountable in the first instance to the Manager, Enterprise Governance & Projects. The Enterprise Project Manager consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature:

Date: