

Position Detail	
Position Title: Project Manager – Farm Profit and Capability	Position Reports to: Portfolio Manager
	Dotted line – Farm Profit & Capability, Operations Manager
Business Unit: Business and Organisational Performance (BOP)	Sub-unit: PMO
Number of Direct reports: 0	Number of Indirect reports: 0

Position Purpose
<p>This role is responsible for supporting the planning, executing and evaluating of projects according to timelines and budgets. Reporting to the PMO, with a dotted line into the Farm Profit & Capability department's Operations Manager, for the duration of the project. This role will be overseeing and managing project resources and ensuring quality control throughout the project lifecycle are central to this role.</p>

Main Accountabilities
<p>Project Management</p> <ul style="list-style-type: none"> • Manage the day-day activities of a distributed project team and undertaking multiple project activities, ensuring that good practice project standards are implemented • Support with achieving project results - time, quality, cost - along with the project business lead • Work with the project business lead and key stakeholders to complete project artefacts (i.e. project charters and plans), outlining scope, goals, deliverables, required resources, budget and timing • Complete work breakdown structure with input from the project business lead, to estimate effort and resources required for each task and provide a project schedule • Ensure that project objectives are delivered within the agreed time, scope and budget constraints • Identifying risks, resolve issues and solve problems throughout the project lifecycle • Effectively manage project scope by ensuring any changes to scope are documented and approved through project change request process • Manage the project budget and ensure that project milestones are being met to meet budget requirements, including tracking and reporting on project milestones and provide status reports • Effectively prioritise project timelines and communicate regularly in relation to any activities which may impact on project deliverables and ensure compliance with all relevant financial and legal requirements as applicable • Manage the contracting process end to end through signoff, signatories, set-up of milestone tracking and entering into budgets <p>Stakeholder Management</p> <ul style="list-style-type: none"> • Clearly communicate expectations to project team members and stakeholders • Manage stakeholder involvement in the project through the creation of productive partnerships and strong communication.

Projects Manager - Farm Profit & Capability

Dairy Australia – Position Description

- With the project business lead and key stakeholders, determine if external contractors or providers will be required to complete project activities and if required, support the procurement of contract resources, and then manage to contractual requirements
- Develop and promote strategies for ensuring the project’s deliverables support the broader needs of project stakeholders and Dairy Australia
- Collaborate with key stakeholders to deliver on project deliverables i.e. business leads within Farm, Learning & Development, Operations Manager, Portfolio Manager, IT, Digital Manager etc.
- Prepare all Project documentation in a timely manner including project plans and status reports, communication products and correspondence with the project steering committee and stakeholders
- Coordinate resources across Dairy Australia and externally (where required) to deliver on project deliverables

Evaluation Framework

- Determine and ensure results measurement according to the evaluation framework requirements, and complete with project lead, post-project evaluation to determine how results were achieved
- For each project, conduct, track and communicate project budgets and forecast future spend to minimise any risks of over spending
- Proactively manage project issues, risks and opportunities in consultation with the project’s leadership team.

Leadership

- Lead, coach and motivate project team members on a proactive basis
- Foster a team culture where all members consider interdependences
- Manage all contractual requirements of the project including ensuring the deliverables of subcontractors are met
- Support other executive team members to ensure integration with transformation projects and the wider operations

Specific Position Requirements

Experience/Knowledge/Abilities

Experience

- Relevant project management qualifications
- Demonstrated ability to successfully partake as a member of a project team or lead a project team
- Demonstrated ability to successfully manage multiple competing priorities
- Commercial or agribusiness experience, with knowledge of the Dairy Industry desirable
- Extensive experience in a related area of work and aptitude in at least one core technical area of program
- People leadership experience, including experience leading people through change
- Strong operational experience in planning and prioritization of conflicting demands

Open to direction and collaborative work style and commitment to get the job done

Key Working Relationships

Internal		External
<ul style="list-style-type: none"> • Project Business Leads • Portfolio Manager • Operations Manager within Farm Profit and Capability 	<ul style="list-style-type: none"> • Finance team • IT & Digital 	<ul style="list-style-type: none"> • RDPs

Projects Manager - Farm Profit & Capability

Dairy Australia – Position Description

- Marketing & Communications

- RDPs

Key Challenges

Supporting the business to change their 'ways of working' regarding project management i.e. some individuals may find it challenging to have someone else manage the project on their behalf

Behavioural Competencies

Influencing and Relationship Building	Ability to build, develop and maintain key relationships, coupled with the ability to persuade, convince or influence others
Sharing of Expertise	Brings both the motivation to expand and use one's knowledge, and the willingness to share this knowledge with others. Actively spreads new knowledge and project management expertise.
Strategic Perspective and Management	Emphasizes the broader, longer term and more holistic vision and values of the Dairy Australia and the Dairy Industry as a means of guiding decisions and actions. Evaluating data to gain business insight, with the ability to analyse multiple processes and systems simultaneously
Building and installs Teamwork and Cooperation	Encouraging active participation and cooperation within the team. A skill for Building successful relationships to ensure support and collaboration
Written & Verbal Communication	Ability to convey information verbally and in writing to foster, encourage and facilitate open communication
Methodical approach with strong prioritisation & organisation skills	The ability to identify possible problems or stumbling blocks, employs a process of breaking complex tasks into manageable segments
Exemplary problem-solving skills	The ability to identify the cause and effects of problems in the workplace, including highly skilled in analysing existing information to come up with appropriate solutions

Flexible Working Opportunities available for this role: (this assessment is based on factors such as the type of activities the role performed, systems required to be used to perform the role etc. Discussions with manager are required to validate before flex working commences)

Remote Working

Early start/early finish

Part-time

Job-share