

## Senior Project Manager

<b>Position Title</b>	Senior Project Manager
<b>Reports to</b>	Head of Demonstration and Learning
<b>Location</b>	Role can be based anywhere in Australia
<b>Capacity</b>	Full-time (38 hours) 12 month Fixed term contract, with possibility of extension depending on performance and funding.

### ORGANISATION

For over ten years Collaboration for Impact (CFI) has been one of Australia's leading organisations for supporting people to establish and deepen collaborations for systemic change. Our vision is for an equitable and inclusive society where people, place and planet thrive.

We work to strengthen how social change happens by:

- Creating platforms for connection, learning and collective action across community to wider system interventions.
- Influencing how organisations and networks resource and adopt the practice of systems change on issues of national importance.
- Learning and demonstration of how systems are transforming with communities at the centre.

### ROLE PURPOSE

Lead the Demonstration and Learning team's approach to and implementation of end-to-end program and partnership management, contributing to securing and delivery of impactful and profitable projects in line with the Demonstration and Learning strategy.

The Demonstration & Learning team is CFI's consulting work. We work with partners to demonstrate, innovate and share our learnings of the practices and models required to centre communities and collaborations in transforming systems that are more equitable.

## **ACCOUNTABILITIES**

### ***Program Management Approach***

Maintain and continue to refine the program management approach, standards, processes and best practices of the Demonstration and Learning team to ensure impactful, efficient and profitable partnerships and business unit.

Lead the continual development of adaptable, fit for purpose, project management approaches for collaboration systems change projects that support continuous learning.

Work with the Head of Demonstration & Learning to coordinate and report on the financial position of the Demonstration and Learning team.

### ***Business Development***

Contribute to the implementation of the Demonstration & Learning strategy through managing relationships with new and potential clients, developing proposals and managing the business development pipeline to build a profitable and sustainable business.

### ***Project and Partnership Management***

Manage partnerships and projects as required supporting Project Leads to deliver projects to a high standard and create positive outcomes for partners by managing delivery against budget, and escalating issues to ensure projects are delivered to a high standard and deliver on stakeholder expectations.

Develop and maintain strong partner, associate and internal relationships in line with CFI values. In particular, understanding and meeting the needs of partners to have a positive impact on their initiative.

### ***People Management***

Manage performance, workload and build capability in adaptable project and partnership management of the two D&L Project Managers.

## **KEY PERFORMANCE INDICATORS**

- Implementation of fit for purpose adaptable project management approaches and processes across the D&L portfolio
- Utilisation rate
- Business development target
- Client satisfaction with quality and impact of projects delivered on time and on budget

## **RELATIONSHIPS**

- Head of Demonstration and Learning
- D&L Project Managers
- Demonstration & Learning team
- Head of Business Operations
- Clients and partners

## **QUALIFICATIONS**

Qualifications and/or equivalent experience in Project Management.

## **EXPERIENCE**

- At least 5 years project management experience, across multiple and complex projects in a fast-moving, consultancy or start-up organisational setting.
- At least 5 years' experience designing, implementing and improving end to end project management processes and tools, from new opportunity to project close, ideally in a consultancy or fee for service environment.
- At least 5 years experience managing relationships and mixed stakeholders (e.g. culturally diverse community members/groups, government, non-government organisations, service providers, philanthropic organisations, and/or researchers) in complex and multicultural contexts.
- Experience managing staff and contractors.
- Super User capability for Teams, Zoom, Harvest, Drop Box, Asana, Presentations, Excel and Word.
- Context knowledge of systems change, social impact, collaboration and/or community-led change approaches is desirable (relevant, not essential).

## **OUR COMMITMENT TO DIVERSITY AND INCLUSION**

CFI values diversity and encourages applications from candidates of all backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people from culturally and linguistically diverse (CALD) backgrounds, people of all ages, and people who identify as LGBTQIA+. We welcome the skills, experiences and perspectives of all people to ensure our workforce is representative of the communities we work with and live in.