

## Position Description

**POSITION TITLE:** Project Manager

**DEPARTMENT:** Corporate – Information Systems

**RESPONSIBLE TO:** Manager, Data & Applications

**DIRECT REPORTS:** N/A

**INDUSTRIAL INSTRUMENT:** N/A

**CLASSIFICATION:** N/A

**LOCATION:** Panorama

- National Police Check                       NDIS Worker Screening Check
- Working with children check               Drivers Licence                       Medical
- Proof of full COVID-19 vaccination or an acceptable medical exemption
- Provide evidence of completion of NDIS Worker Orientation Module

Bedford exists to support people with disability to live the life they choose through a diverse range of skill-building opportunities, from social activities, experiences, supported employment and open employment. Underpinning this is the belief that diversity, inclusion and acceptance equals belonging for people of all abilities.

People with disability who live, work, and receive care from Bedford need to do more than just get by, they should be given the opportunity and resources to learn, grow and live meaningful, confident lives.

### POSITION SUMMARY

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Bedford is evolving and expanding our range of employment and other lifestyle solutions for people with disabilities by providing open employment and true capacity developing opportunities. This is truly significant positive change that will help ensure that Bedford builds on our proud 75-year history.

The Project Manager is responsible for managing IT projects from initiation to completion, ensuring that they are delivered on time, within scope, and within budget. The projects will include the implementation of new business systems and the improvement of existing ones.

Reporting to the Manager, Data and Applications, the Project Manager will work closely with the wider information technology team to develop change management plans to support the business with appropriate usage of project management methods, tools and reporting models.

## KEY RESPONSIBILITIES

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- Developing and executing project plans, including scope, schedule, budget, and resource allocation, for the implementation of new business systems and the improvement of existing ones
- Managing project teams, including project stakeholders, vendors and other external parties, as well as internal project team members
- Defining project requirements, goals and deliverables that support business objectives
- Identifying and managing project risks, issues, dependencies and develop appropriate contingency plans
- Monitoring project progress and provide regular status reports to project stakeholders
- Ensuring that project deliverables meet quality standards and that they are delivered on time and within budget
- Collaborating with other departments, such as finance and operations, to ensure that the project aligns with overall business objectives
- Managing project communication, including documentation, status reporting, and stakeholder updates
- Ensuring that project changes are documented, approved, and communicated to project stakeholders
- Evaluating and reporting on project outcomes, including identifying opportunities for improvement and lessons learned
- Conducting post-implementation review of projects to ensure continuous improvement of IT project delivery
- Championing the delivery of the *NDIS Practice Standards*, *NDIS Code of Conduct*, as well as the *NDIS Quality and Safeguarding Framework*

## KEY CHALLENGES

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- Managing the expectations of various stakeholders, including business leaders, end-users, and project team members with conflicting priorities and demands
- Ensuring that the project aligns with overall business objectives and that project outcomes provide value to the organisation
- Managing project scope and budget to ensure that the project remains within its defined parameters
- Identifying and managing project risks, such as technical challenges, vendor performance, and resource availability
- Managing project team dynamics, including resolving conflicts and ensuring effective communication
- Continuously keep up-to-date with new technologies and software applications to ensure the project is aligned with the latest trends and developments
- Managing project documentation, including project plans, status reports, and stakeholder updates

## SKILLS / ATTRIBUTES

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### Personal Attributes

- An effective leader, capable of inspiring and motivating teams to achieve project goals.

- Clear communication, ensuring all stakeholders are aware of project progress and risks
- Able to communicate complex technical information to non-technical stakeholders
- Able to manage multiple tasks and priorities to ensure that projects are delivered on time
- Adaptability and resilience in the face of ongoing challenges and setbacks
- Methodical and excellent attention-to-detail
- Able to anticipate and solve problems before they occur and work through complex issues when they arise
- Strong business acumen to understand the business needs of the organisation from a project IT perspective
- Able to collaborate effectively with team members, stakeholders, and vendors to ensure that projects are delivered successfully

### **Essential Skills and Qualities**

- Demonstrated experience as an IT Project Manager or similar role, with a track record of successfully managing IT projects from initiation to completion
- Excellent project management skills, including the ability to develop and execute project plans, manage project budgets and teams, and monitor project progress
- Strong communication and interpersonal skills, with the ability to work effectively with project stakeholders at all levels of the organisation
- Proven experience managing multiple projects concurrently and prioritising tasks effectively
- Experience managing vendors and external parties, as well as internal project team members
- Strong problem-solving and analytical skills, able to identify and manage project risks, issues, and dependencies
- Familiarity with project management methodologies, such as Agile and Waterfall
- Strong organisational skills, able to manage project documentation, status reporting, and stakeholder updates
- Commitment to continuous learning and professional development to stay up-to-date with new project management techniques and tools
- Cleared to work (NDIS Worker Screening Check, National Police Clearance)

### **Desirable Skills and Qualities**

- Bachelor's Degree in Computer Science, Information Technology or related field
- Qualification in a relevant project management methodology

### **CORPORATE RESPONSIBILITIES**

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All staff are required to work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Disability Insurance Scheme Practice Standards* (the NDIS Practice Standards) and any other legislation that is relevant to their role, and will:

- behave in a manner that is consistent with Bedford's mission, vision and values and that supports clients and employees to achieve their NDIS goals and objectives.
- comply with Bedford policies and procedures as amended from time to time, including the *Code of Conduct*

- acquire and maintain work health and safety knowledge relevant to your position
- participate in PDP process if / when required by Bedford
- participate in mandatory training as relevant to your role and as required by Bedford

## **OTHER RELEVANT INFORMATION**

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Further information about Bedford may be found at [bedfordgroup.com.au](http://bedfordgroup.com.au)

I confirm that I have read and understood the Position Description for the position of Project Manager.

**[NAME]**

Signed \_\_\_\_\_

Date \_\_\_\_\_