

Able Australia is a leading provider of disability services for adults and community supports for seniors. We are a diverse not-for-profit organisation offering a broad range of high quality services to enable those we support live the life they choose.

Established 50 years ago we have grown from providing help to the deafblind community, into an innovative and diverse organisation with varied service offerings. Our mission is to build on our heritage and empower the individuals we support to reach their potential by living our values of trust, kindness, respect and excellence every day. We strive to provide the best quality care in a long term partnership with our clients and their loved ones.

Our passionate staff and volunteers have been proudly helping those we support to reach their full potential. We currently provide services in Melbourne, Tasmania, ACT and SE Queensland.

Position Title: Project Manager
Reports To: Chris Stallard, National Director, NDIS Community
Employment Type: Contract-12 month Contract Full time
Work Location: Surrey Hills, with some travel requirements

Salary: TBC
Updated: 12/09/2019

1. Position Summary

1.1 Job Purpose

The roles primary purpose is the establishment of a thorough end-to-end process for rostering of clients and staff. Including the management of three rostering staff and assisting with understanding and balancing their workloads.

Ongoing this role is accountable for leading process changes and continuous improvement of Able Australia systems aligned to Able Australia's Mission, Vision and Values.

1.2 Key Result Areas

1. Effective communication with staff, clients and other stakeholders to understand current process and improvements opportunities
2. Develop project plan and outcomes for key process improvement, with initial focus on centralised rostering
3. Ensuring that project expectations are known, managed and delivered within the project constraints
4. Manage resources effectively and efficiently to ensure the budget and project plan objectives are met
5. Pro-actively identify and resolve issues within the project team
6. Coach, mentor, motivate and supervise a decentralised team of rostering staff

2. Selection Criteria

2.1 Essential Skills

1. Relationships – sound skills in developing great working relationships, gaining trust, respect and conflict resolution
2. Communication – well-developed verbal and written communication skills
3. Goal oriented/solution centric – driven and solution centric, willing to adapt to challenges
4. Organisation – well planned, professional and organised
5. Time Management – efficient, timely and able to balance multiple tasks
6. Leadership – Management of small rostering team (3 staff)
7. Person-centred application – understanding of rights of people we support
8. Financial literacy – understanding of cost/benefit.

2.2 Essential Personal Attributes

1. Attitudes – positive attitude that is focussed on solutions
2. Person-centred – broad understanding of client needs
3. Self-management - take responsibility for your own behavior and well-being
4. Collaborative team player - works well with others, by doing what is needed to strive for a common goal. Includes the national management team.
5. Respect – workers & clients
6. Personal judgement and flexibility – Demonstrate you possess these inherent characteristics

2.3 Qualifications

1. Supervision experience – Preferable
2. Computer literacy – High level of literacy with client management systems (carelink preferred) and/or other client, rostering and staffing solutions.
3. Diversity experience – experience supporting people with disability, including diverse and indigenous backgrounds
4. Accreditations and technicalities – Formal project management skills are favourable
5. Motor Vehicle – an Australian driver's licence

3. Required Performance

This position description broadly outlines the requirements of the role. All Able Australia positions must also demonstrate an understanding and adherence to all relevant Able Australia policies and procedures and must successfully complete Able Australia's pre-employment online training program. All Able Australia staff also require a specific performance agreement – a set of key result area (KRA) related performance goals, but grounded on site specific/local needs, with measures for a specific period (typically 12 months). Progress of that agreement is reviewed regularly with the employee's manager.

I, _____ have read, understood and agree to comply with this position description.

Signature: _____

Date:
