



## Position Description

### Project Manager

Position Title:	Project Manager
	Royal Project – Glen Innes
	Tilbuster Project – Armidale
Responsible to:	CEO
Supervises:	NIL
Duration:	<b>Time limited to 30 June 2019.</b>
Salary:	\$54 hour (non award)
Hours:	16 Hours a week

## Pathfinders Ltd

Pathfinders is a large community-based organisation providing, Family Referral Services, Supported Accommodation and Homelessness services, Family and Youth Support services, Disability services and Out of Home Care services, including Foster Care. Services are located across the New England and North West Tablelands and in the Far North and Mid North Coast Regions of NSW.

Pathfinders' vision is that all children, young people and their families will have a home where they feel they belong, are free from abuse and neglect, are able to achieve their full potential and are supported by appropriate and timely community services.

## Purpose of position

The Project Manager role will have the overall responsibility for the successful initiation, planning, design, execution, monitoring, control of risk and uncertainty, and completion of the Royal (Glen Innes) and Tilbuster (Armidale) projects, as per the NSRF funding agreement.

The role has responsibility for making decisions (within level of authority) and providing recommendations to the CEO, and will work closely with upper management to ensure that the scope and direction of each project is on schedule.

## Role and Responsibilities

- Maintain thorough knowledge of the NSRF funding agreement
- Adhere to the requirements of the NSRF funding agreement and manage any required works to achieve outcomes.
- Develop and maintain relationships with external stakeholders eg local government bodies relevant to the projects and ensure permits, applications etc that are required by these bodies are completed and lodged
- Facilitate the engagement and support of the communities in which the projects exist.
- Work closely with other Pathfinders staff with a team approach to achieve goals and outcomes.
- Obtain quotation of works as required.
- Negotiate and facilitate works against budget(s).
- Identify and manage risks through all stages of projects, escalating issues when required.
- Document and report project expenditure and cash flow, in consultation with the Finance area.
- Develop thorough project completion plans.
- Document and manage defect identification and rectification.
- Track project performance, specifically to analyse the successful completion of short and long term goals.
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
- Coordinate sub-contractors to ensure the timely delivery of high-quality work
- Taking ownership of site safety management, ensuring WHS compliance on site
- Provide information to allow timely preparation of Milestone Reports in consultation with the Funding unit
- Other duties as required.

## Qualifications, Competencies and Experience

### **ESSENTIAL**

- Tertiary Level qualifications and/or years of demonstrable experience in project management
- Demonstrated experience in successful delivery of projects from start to finish, within set time constraints
- Detailed knowledge of local council and regulatory requirements / standards
- Demonstrated experience in managing trades and contractors
- Strong attention to detail and excellent organisation and time management skills
- Highly developed interpersonal skills including written and verbal communication skills
- Current NSW Working with Children Check and Criminal History Check (to be provided prior to Appointment)
- Current NSW Driver's Licence

### **DESIRABLE**

- Current First Aid Certificate

I (Staff members name) \_\_\_\_\_ have read, understand and agree to work within the above position description.

Staff members signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Enquiries

**Application Enquiries** – [hr@pathfinders.ngo](mailto:hr@pathfinders.ngo)

**Position Enquiries** – Jo Hall Senior Manager Corporate Services email:  
[JoanneH@pathfinders.ngo](mailto:JoanneH@pathfinders.ngo)

## Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered on the basis of merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

## How to apply

***Applicants MUST follow these steps to be considered for the position.***

1. Prepare a typed application which includes:
  - A statement against each of the essential and desirable selection criteria for the position, giving examples to demonstrate how you meet them.
  - A current resume detailing your relevant skills and experience.
  - A photocopy of your relevant academic qualifications.
  - The names and phone numbers of two Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to [hr@pathfinders.ngo](mailto:hr@pathfinders.ngo) OR

3. Place application in an envelope marked "Confidential" and post to:

Human Resources  
Pathfinders Ltd  
P O Box 1052  
ARMIDALE NSW 2350

**Applications must be received by close of business Wednesday 8 August 2018.**

## Interview

If you are selected for an interview, you will be contacted by telephone. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.