

POSITION DESCRIPTION

Position Title:	IT Project Manager (Individual Deprivation Measure Application)
Time Commitment:	0.8 FTE (flexible hours delivery), fixed-term (six months initially, with potential for extension).
Location:	Level 1, 250 Queen St, Melbourne
ABOUT THE ORGANISATION	
<p>WHO ARE WE? IWDA is the leading Australian agency entirely focussed on women's rights and gender equality in the Asia Pacific region. We are international, feminist and independent.</p> <p>OUR VISION Gender equality for all</p> <p>OUR PURPOSE To advance and protect the rights of diverse women and girls</p> <p>VALUES Feminist, Accountable, Collaborative, Transformative</p> <p>OUR GOALS 2016-2021</p> <ol style="list-style-type: none"> 1. Promote women's leadership and participation 2. Increase women's safety and security 3. Accelerate women's economic rights 4. Support systemic change towards gender equality 5. Ensure organisation sustainability and influence <p><i>International Women's Development Agency (IWDA) has an EEO exemption (H139/2015) and requests applications from women only. IWDA encourages women from culturally and linguistically diverse backgrounds and women with disabilities to apply. Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct</i></p>	
POSITION SUMMARY	
<p>The Individual Deprivation Measure (IDM) is a new, gender-sensitive and multidimensional measure of poverty developed to assess at the individual level and overcome the limitations of current approaches to poverty measurement. The IDM development program is being readied for global use through a four-year program partnership between IWDA, the Australian National University (ANU) and the Department of Foreign Affairs and Trade (DFAT).</p> <p>The Project Manager (IDM Application) will manage all phases of an integrated data collection application, storage and visualisation project ('IDM technology project'), a key IWDA deliverable</p>	

within the IDM Program, to time, cost and quality requirements. This includes activity such as development of charters, coordination and leadership of relevant stakeholder/ advisory groups and key technical IT liaison, coordination of elements of the tender process and solution evaluation process, and undertaking a range of reporting, ensuring vendor performance and contract compliance.

KEY RELATIONSHIPS

Reports to: Director, IWDA Individual Deprivation Measure Team

Internal: IDM team, Leadership team

External: ANU IDM team, DFAT, consultants

KEY RESPONSIBILITIES

1. Project Management

- Assist in the further development of the IDM technology project to ensure the overall IDM objectives are achieved.
- Lead the coordination of tender and evaluation processes including the facilitation of input from all relevant stakeholders. Provide expertise and contribute to these processes as a participant.
- Manage the project across the entire delivery lifecycle to ensure completion to agreed scope, time, cost and quality parameters.
- Establish and ensure appropriate use of all project management infrastructure and collateral to effectively and efficiently manage all project stages. Including but not limited to: Charter, Stakeholder map, Project Plans, Quality Assessment, Reporting templates and content, Risk and Issues Registers, Vendor evaluation, Vendor Performance Management, etc.
- Assist in contract negotiation and vendor establishment activities.
- Contribute to strategy, governance, policy and procedures in relation to the IDM technology system and its use.

2. Project Governance

- Assist in the establishment of appropriate oversight and governance body/s and governance processes.
- Provide reporting specifically relating to the development, implementation and status of the IDM technology project to the agreed format, timeframes and content for decision making by oversight group/s and/or governing body/s.
- Provide regular updates to a range of internal and external stakeholders, including partners and the organisation generally, regarding project status. Updates will include written updates, meeting papers, presentations and showcases as examples.
- Ensure appropriate sign-offs are achieved from oversight and governance body/s to key milestones in line with the project plan and Charter.

3. Compliance, Security and Business Continuity

- Ensure compliance with Commonwealth procurement, Probity Plan, all relevant legislation, policy and contracts in the management of the project and project artefacts/ products.
- Ensure all relevant legislation is adhered to with specific regard to security and data management/ privacy.

- Ensure documentation and codification is appropriate in relation to disaster recovery and business continuity needs.

4. Post implementation and knowledge management

- Lead the formal post-implementation review process, providing recommendations and debriefing as appropriate, including to oversight and governing body/s.
- Assist in the documentation of, or assessment of, future requirements for the IDM technology system post implementation. These could include policy procedures for external organisations wishing to use the IDM tool. These may include but are not limited to; website registration, resource kits, field training, briefings, pre and post field monitoring, data exchange protocols.
- Develop all required documentation and conduct hand-over activity to support effective ongoing management of the IDM technology system.

SELECTION CRITERIA

Technical Experience	Behavioural Competencies
<ol style="list-style-type: none"> 1. Relevant qualification or certification in Project Management. 2. Successful senior level experience in project management across the entire software development life cycle. 3. Exposure to the management of IT procurement processes via tender. 4. Experience in the establishment and running of governance bodies and processes for IT projects in a government/ not for profit context. 5. Experience working on projects with a focus on data capture, analytics, storage and access. 6. Experience managing within the context of waterfall methodologies and a working knowledge of Agile approaches. 7. Executive level communication, influencing and negotiation skills. 8. Strong conceptual, analytical and problem solving skills. 9. Highly developed organisational skills. 10. Exceptional interpersonal, relationship management and leadership skills. 11. Proven ability to work within complex, ambiguous environments with autonomy, self direction and initiative. 	<ul style="list-style-type: none"> • Valuing Diversity • Empowerment • Managing Work & Quality • Acting with Transparency • Building Trusting Relationships • Collaborating for success • Learning, Improving & Adapting • Judgement & Decision Making

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Competencies
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Support a child safe organisation and undertake a police check prior to commencement and every 3 years thereafter.

TRAVEL REQUIREMENTS

The incumbent may be required to undertake short periods of domestic travel. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures. If travel to remote locations is required, staff should be confident and fit to travel to these locations.