

Position description

NTitle	Project Manager – Finance & HRIS Implementation
Reports to	Strategy & Commercial Manager – IT
Classification & Salary	Fixed Term Contract, above award
Employment Status	Part time 0.8-1 FTE , Fixed term (12 months)
Primary Location	Latrobe St / Hybrid
Date	Sept 2022

Good Shepherd Australia New Zealand (GSANZ)

Our strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.

We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, family and youth programs, playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.

Team Objectives

Support Services Teams (Information Technology, People & Capability (P&C) and Finance) exist to enable and support the business and service functions of nominated Australian & New Zealand Good Shepherd entities. This includes building systems, capability and delivering efficient services to the organisation in people management, accounting & budgeting, reporting, technology, compliance and partnering. The objective is to be trusted and effective partners for internal stakeholders.

Role Purpose

The Project Manager – Finance & HRIS Implementation will lead the scoping, business case development and implementation of Finance & HRIS systems. The role reports to the CIO as part of a broader organisation wide digital transformation program, leveraging support from parallel systems implementation projects and ensuring an integrated approach to GSANZ's capability growth.

The Project Manager will initially focus on implementation of Microsoft Dynamics Business Central (Finance) commencing September 2022. The role will concurrently work with the P&C team to scope requirements for HRIS systems, prepare the business case then implement HRIS system in 2023.

The Project Manager will work closely with the GM Finance and Director of P&C, as sponsors of these respective projects. The role will leverage and develop these respective teams and SMEs in best practice project management, workflow and documentation to deliver the projects.

Key Responsibilities

Project Management

- Lead project implementation
- Develop and manage budgets allocated to projects and ensure that project milestones are being met and project is delivered on time and budget
- Proactively manage project issues, risks, mitigation and opportunities.
- Manage project variations and scope change, if required, to meet best practice governance
- Provide verbal and written briefings to the CIO and Project Sponsor on project progress as required
- Where required coach project team members & SME's throughout projects
- Manage relationships and contracts with external software suppliers and implementing partners
- Ensure compliance with all relevant financial and legal requirements as applicable
- Contribute to strategic development in line with GSANZ goals
- Evaluate project outcomes in line with GSANZ goals.

Systems Integration & Documentation

- Lead systems design and integration on a "Build for now, scope for the future" basis
- Build integration between business reporting systems, including Solver and Power BI, Payroll, HRIS, Finance, Client and Grant Management systems
- Deliver documented procedures, workflows and training programs for new systems

Finance Systems

- Work with Finance team to confirm key modules, functions and priorities
- Develop project plan to implement MS Dynamics Business Central and associated applications with selected partner
- Meet project Go Live of 1st July 2023

HRIS Systems

- Work with P&C team & other key stakeholders to identify key modules, functions and priorities
- Document and scope HRIS project and prepare business case
- Support demonstration, tender and procurement of software
- Develop project plan and resourcing
- Lead project implementation
- Meet project Go Live (tbc)

Responsibilities of Good Shepherd Employees

Strategy

- Deliver service aligned with team operational plan and Good Shepherd's strategic plan
- Contribute to development of team plan
- Demonstrate understanding of social justice and community capability building concepts

People

- Demonstrate commitment to own learning and development
- Contribute to development of a high-performance team through demonstration of capabilities outlined in Good Shepherd's leadership capability framework
- Participate actively in regular formal supervision
- Share knowledge and practice insights with colleagues
- Take responsibility for own wellbeing

Clients

- Deliver best practice service to clients in line with agreed goals/contribution
Seek feedback from client/stakeholders/peers in order to reflect and improve on service support for own practice
- Maintain a client-centred approach to service delivery at all times

Service Delivery and Operations

- Deliver all services in line with service standards and program procedures
- Maintain accurate data, information and reporting at all times
- Maintain agreed service level agreements
- Provide timely reporting in line with department requirements
- Other duties as reasonably required

Stakeholders

- Liaise effectively with referral network
- Work collaboratively with other service providers to deliver valued outcomes for clients
- Develop constructive, collaborative relationships with other Good Shepherd team members and departments

Compliance

- Demonstrate behaviour consistent with Good Shepherd mission, values, behaviours and policies at all times
- Maintain agreed quality standards
- Maintain OH&S standards at all times

Qualifications, Experience and Mandatory Requirements

- Degree qualified in relevant discipline
 - PRINCE2 and/or Project Management Professional (PMP) Certification
 - Demonstrated experience in leading and delivering previous software and systems implementations
 - Experience in current MS Dynamics and HRIS platforms is desirable.
 - Experience in systems and change management in NFP organisations
 - Demonstrated experience in leading & building team work, collaboration and engaging stakeholders
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Key Selection Criteria

1. Demonstrated superior project management skills
2. Demonstrated experience engaging with key internal and external stakeholders to achieve positive project outcomes
3. Significant experience in developing project plans, measurement and key performance Indicator frameworks and Implementation strategies to ensure successful project completion.
4. Excellent interpersonal and written and verbal communication skills
5. Ability to work remotely with minimal supervision during COVID restrictions

Values & Behaviours

We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Value of each person | Reconciliation | Justice | Zeal | Audacity

Additional information

Employment is subject to:

- Relevant Qualifications/Registration Name
- A current national Police Record Check
- A current Employee Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia
- Evidence of Covid-19 vaccination, or medical exemption
- You may be required to obtain particular vaccines or immunisations in order to perform the Inherit requirements of this position. This Includes but Is not limited to the COVID-19 vaccine/Immunisation

The above requirements will need to be supplied and verified prior to commencement

Work Health and Safety (WH&S): All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

Equal opportunity: Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Child Safe Employer: Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

Cultural competency: Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

Salary packaging is available to all employees.