

ARPC Position Description

Role Title:	Project Manager (part time (3/4 days per week))		
Function:	Chief Operating Office	Classification broadband:	EL1
Location:	Sydney	Security clearance:	Baseline
Role Reports to (role title):	Head of Business Performance		
Direct Reports (role titles):	nil		

Purpose of the role (Why the role exists; how the role contributes to the ARPC's strategic objectives)

Reporting to the Head of Business Performance the purpose of this role is to provide high quality project management which enables the agency to achieve its strategic goals and objectives.

Key Accountabilities (Key activities, tasks, and outcomes to be achieved)

- Role model ARPC's Values and Code of Conduct and capabilities set out in ARPC's Capability Framework

Lead selected ARPC projects (Cyclone and Terrorism)

- Establish and deliver projects through detailed planning and execution including:
 - Developing and defining project objectives, scope, roles, and responsibilities
 - Identifying and defining project resource requirements including internal, external, and financial
 - Collaborating with the ARPC Risk team to identify and manage project risks.
 - Collaborating with the HR team to identify and allocate resources as required.
 - Collaborating with the Governance team to ensure appropriate project governance.
 - Preparing and managing project budgets, including tracking, and reporting of expenses
 - Managing the delivery of projects according to developed plans
 - Liaising with team members regarding obligations and timeframes of projects
 - Tracking and reporting on project metrics
 - Managing changes in project scope, schedule, and budget
 - Undertaking business analysis as required
 - Ensuring relevant standards, processes, and regulations are adhered to.
 - Identifying opportunities for continual improvement
 - Engaging the broader team and other key stakeholders with project updates (particularly the achievement of project milestones)

Contribute to the Project Management Office (PMO):

- Provide subject matter expertise to ARPC on project management practices.
- Collaborate with ARPC team members undertaking project activities.
- Involvement in regular PMO reporting
- Identify opportunities for project management process improvement.
- Develop and review project related policies, processes, and procedures.

Other

- Lead and participate in other work streams and activities across ARPC, as opportunities arise.

Working Relationships (Key stakeholders, clients, customers, suppliers, providers, consultants, etc.)

Internal Relationships

- Build and maintain strong relationships across ARPC.

External Relationships

- Build and maintain strong relationships with vendors and partners.

Person specification

Qualifications and experience

Qualifications (indicate whether mandatory or desired)

- Tertiary qualification *Desired*
- Recognised industry certification in project management *Desired*

Experience (minimum type and level of experience required to perform the role)

- Hands-on experience in Project Management *Mandatory*
- Experience working across all levels in an organisation *Desired*
- Knowledge of insurance, reinsurance banking or financial service *Desired*

Regulatory Responsibilities

Public Interest Disclosure Act 2013 (PID Act)

- ARPC Managers may receive disclosures from staff they supervise or manage and are responsible for providing to an ARPC Authorised Officer (CEO, CFO, COO) as soon as practicable, any information provided to them that concerns disclosable conduct (within the definition of PID Act S.60A).
- ARPC Managers must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.
- ARPC staff must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.

Privacy Act 1988

- ARPC staff must adhere to the Australian Privacy Principles and the ARPC Privacy Policy and report any privacy breaches by any employee or contractor to the Privacy Officer (CFO) and/ or Privacy Champion (COO) as soon as they become aware of them.

Freedom of Information Act 1982 (FOI Act)

- ARPC staff are responsible for notifying and supporting the Information Public Scheme (IPS) Team to ensure published website Information is accurate, up-to-date and complete.
- ARPC 'owners' of website content are required to review content on their page(s) at least annually.

Security

- Responsible for monitoring their staff (including contractors), resources and functions to ensure security controls are maintained and operate effectively.
- Responsible to ensure that staff (including contractors) are aware of and practice the appropriate security procedures for protecting individuals, official information, and other valuable resources.

Technical Capabilities (skills, knowledge, technical or specialist capabilities)	
<ul style="list-style-type: none"> • Big picture vision and thinking • The ability to work collaboratively and to consolidate information toward project goals. • Excellent verbal communication skills • Strong written and verbal communication skills and the ability to portray complex information through business reports. • Excellent analytical skills with the ability to derive simple insights from complex data. • Excellent interpersonal skills with the ability to effectively negotiate and influence. • Ability to build strong relationships with various stakeholders. • Well-developed commercial acumen • Natural application of insight, initiative, and innovation • Astute attention to detail • Courteous assertiveness 	
Authorities	Limits/ Type
Financial Delegations:	As per ARPC Financial Delegations
HR Delegations:	As per ARPC Enterprise Agreement
Emergency Response:	As per ARPC Response Procedure
Additional requirements	

ARPC Values
<ul style="list-style-type: none"> • Respect • Service • Integrity • Wellbeing

ARPC Capabilities (ARPC Capability Framework)
ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.
<ul style="list-style-type: none"> • Shapes strategic thinking • Achieves results. • Supports/cultivates productive working relationships. • Exemplifies personal drive and integrity. • Communicates with influence

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Endorsed by: (Name & position)	Victoria Simpson Chief Operating Officer	Date:	July 2023
Approved by: (Name & position)	Chris Wallace CEO	Date:	July 2023