



Project Manager – MACE and The Centre Partnership

Project: Implementing a new business model

18-month contract, 0.6 EFT

Reports to Executive Officer, MACE

Remuneration will be negotiated in accordance with qualifications, experience and suitability for the role

Project outline

Mansfield Adult Continuing Education (MACE) and The Centre will implement a new business model to share integrated back of house services and delivery across the two organisations in a formal strategic alliance that is underpinned by a Service Level Agreement. The business model was recommended by Grant Thornton in work conducted in 2014.

The organisations will remain separate entities with their own Boards of Management, distinct but complementary governance frameworks, and a separate brand. The business model will achieve economies of scale, reduce duplication, and enable both organisations to compete effectively in thin markets, while creating a solid, quality driven Registered Training Organisation (RTO) presence in the regions serviced by both organisations. A key outcome will be a shared compliance framework. Results Based Accounting will be explored and implemented to enhance our ability to measure the effectiveness and impact of learning programs on our learners' lives. The project also includes assistance to develop staff capability to implement and maintain an e-learning platform to increase both organisation's ability to provide blended learning options

The service delivery area covered encompasses the Shires of Wangaratta, Indigo, Alpine, Benalla, Mansfield, Murrindindi, Yarra Ranges, and also Shepparton and Strathbogie complementing existing local RTOs' delivery. The Alliance would rationalise respective scope of courses, reducing duplication, and enabling delivery to aggregated classes of students across multiple locations through use of technology.

Position summary

The Project Manager – MACE and The Centre Partnership is responsible for liaising and working with the leadership teams of both organisations to scope the project's milestones and key activities, develop a project and change management plan, manage the project against the plan, undertake reporting to governance committees, and co-ordinate external consultants, and internal personnel and initiatives to implement the partnership.

Key responsibilities

- Develop project plan, documenting appropriate milestones, tasks and activities, resource allocations and timelines.
- Report to operational and governance committees regarding project progress and risk.
- Source and recruit appropriately skilled consultants and advisors to undertake specific activities to support the project outcomes.
- Manage and coordinate project task sessions and workshops involving staff from both organisations as required.

- Working with both leadership teams, document and implement project change management plan across both organisations.
- Produce documents and artefacts as required to support the project and its outcomes, for example a service level agreement.
- Conduct evaluation of project during finalisation phase, write final reports and oversee acquittal of project funds.

Selection criteria

Education/Qualifications/Licences

- A tertiary qualification in business, project management or related discipline is essential.
- A formal Project Management qualification would be highly regarded.
- Current Victorian driver's licence.

Knowledge/Skills/Experience

Essential

A minimum of five years work-related experience, on-the-job-training, and/or vocational training including:

- Project Management – Knowledge and skills in planning, resource identification and co-ordination, task and activity monitoring, risk and issues management, reporting and overall delivery against defined objectives, methods and outcomes.
- Contract Management – Demonstrated experience co-ordinating contracts, projects and/or partnerships with external parties.
- Stakeholder Management – Knowledge of principles and processes for effectively managing stakeholders and demonstrated experience in stakeholder engagement. This includes internal and external stakeholder needs assessment, meeting quality standards for services, and evaluation of stakeholder satisfaction.
- Vocational Education and Training (VET) – Demonstrated experience in and knowledge of the VET sector including an understanding of the compliance and regulatory requirements of this sector.
- Change Management – Demonstrated experience in developing and implementing change management plans.
- Document preparation – Demonstrated ability to prepare a variety of types of documentation to a high standard including project plans, reports and correspondence with a high level of attention to detail and the ability to conceptually analyse and synthesize information.

Desirable

- Experience and understanding of the Learn Local sector.
- Experience working in a project management role within the not-for-profit sector.

Applications, including the names and contact details of three referees, marked 'Confidential', addressed to Executive Officer, MACE Inc, PO Box 295, Mansfield, 3724 must be received by close of business on September 21, 2015.

Alternatively, applications may be emailed to paul.sladdin@mace.vic.edu.au