Program Manager

Hiring organization
Australian Institute of Health and Welfare

Employment Type
Contractor

Beginning of employment
29 July 2024

Duration of employment
12 months

Job Location
ACT

Base Salary
$ 150 - $ 180

Date posted
July 3, 2024

Closing Date1
14.07.2024

Description
ID: 24700

Responsibilities
We are seeking a Program Manager to join our team and report to the Community Services Group Head/Head NDDA Unit and the AIHW Internal Steering Committee to deliver the NDDA/ANDII. Given our work revolves around information and statistics and the presentation of statistics to promote better health and well-being, our projects have a significant dependency on data, ICT and commonwealth and state/territory data providers. Your main responsibility will be to manage the program of works required for AIHW to deliver for the National Disability Data Asset (NDDA) which is being established by the new Australian National Data Integration Infrastructure (ANDII). This will include working in collaboration with the AIHW project teams and other external stakeholders. To succeed in this role, you will have a good grasp on delivering data-oriented projects with multiple stakeholders, be a great communicator and team player. You will ideally have at least 5 years of experience in program management.

Your Responsibilities will be:

- Plan the overall program and monitor progress through weekly reports against milestones and escalation of issues to the Program Executive.
- Define the program controls, or the processes, procedures, reporting, etc., to manage the program.
- Daily management through the life cycle of the program, including co-ordination of activities across the AIHW which relate to deliverables of the program.
- Monitor and report on the program budget.
- Monitor and report on the risks and issues that might arise over the course of the program life cycle and help to identify measures to correct them when they occur.
- Coordinate the projects and their interdependencies between the various streams in the program.
- Manage and use resources across the various projects in the program

Qualifications
Must be an Australian citizen

Skills
Program manager skills:

1. Have strong program management experience with the delivery of large and complex data projects
2. Have a broad knowledge of project and program management methodologies
3. Understand the wider objectives of the program, such as business and strategic goals
4. The ability to work with a wide range of individuals
5. Strong leadership and managerial skills with appropriate experience
6. Strong knowledge of budgeting and resource allocation procedures
7. Negotiation and conflict resolution skills
8. Ability to establish and maintain strong working relationships with

stakeholders at all levels
9. Experience creating detailed reports and giving presentations
10. A track record of delivering successful projects

Additional skills (desirable):

1. A demonstrated understanding of Prince2, PMBOK and Agile delivery
2. A bachelor's degree in a relevant field and a project / program management certification
3. An understanding of (or the ability to quickly acquire) domain knowledge relating to the business of the AIHW