

Position Description

Project Manager

Department:	Information Technology		
Reports to:	PMO Manager		
Location:	Flexible		
Present Incumbent:	Vacant		
Position Number:	TBC	Number of Direct Reports:	Nil
Level of Appointment:	5	Date Approved/Updated:	June 2022

Our Organisation

Regional Australia Bank is a customer-owned bank helping regional Australians achieve their lifestyle goals for over 50 years. It has a reputation for being flexible, personable and being able to make the complex simple. With roots in regional NSW and head offices located in Armidale and Port Macquarie, Regional Australia Bank has grown to be one of the premier banking alternatives to the 'Big Four' banks.

Our Values

Integrity **Respect** **Fairness**

Our values are embedded in our organisation and form the basis of our business planning, recruitment processes, training and leadership development.

We provide 'Trusted Community Banking' to our members by living our values to achieve our goals. Our staff treat people as individuals and promote and encourage local decision making and community involvement across our network of branches and agencies. Our employees proudly provide quality service to our members in an honest, reliable, transparent, accepting, approachable, understanding, flexible, equitable and accessible manner, demonstrating our commitment to our members.

Regional Australia Bank also has a duty to be true to our purpose as declared within our constitutional objects, true to the principles of the cooperative movement and the Customer Owned Banking Code of Practice to which we have pledged. Our operating principles and organisational values ensure our differentiation from other financial service providers. Trust is the currency that drives everything at Regional Australia Bank.



Department

The Project Management Office function is responsible for the development, administration, support and championing of a project delivery framework that ensures project goals are accomplished in line with business objectives, meets stakeholder expectations, oversees PMO team performance and establishes consistent governance to manage project risks & issues.

Purpose of the Position

The Project Manager is an integral role within the business holding responsibility for establishing and leading business and technical projects aligned to the bank's strategy and in accordance with the transformational change framework.

Key responsibilities include working with business stakeholders to design, implement, manage and monitor key strategic projects. The incumbent will require a sound skill set in project management, business analysis, leadership, data analytics, financial management and will be pivotal in supporting the ongoing development of the organisational change culture, driving the adoption and the maturity of organisational change programs, project management methodologies and continual process improvement capabilities at Regional Australia Bank.

Key Responsibilities

Planning and Scheduling

1. Working with key project stakeholders, clearly define and document project plans incorporating the main objectives, purpose, scope, budget, deliverables, timelines for each project.
2. Create and maintain accurate project documentation in accordance with the bank's methodologies, governance and quality standards.
3. Establish accurate project forecasts, scheduling and resource requirements.
4. Coordinating project planning, prioritisation, sequencing and approvals for allocated projects.
5. Proactively undertake risk assessments to identify, evaluate and treat project and new enterprise risks introduced by each project.

Stakeholder engagement and leadership

6. Ensure effective engagement of all stakeholders during each phase of project prioritisation, planning, execution and closure.
7. Manage project expectations with external and internal stakeholders.
8. Run project status meetings, daily stand-ups, workshops and other project meetings as required.
9. Ensure project resources are appropriately utilised for the duration of the project.
10. Liaise with external suppliers and contractors.

Monitoring & Reporting

11. Coordinate and monitor allocated projects through the entire project lifecycle.



12. Ensure project tasks and commitments are achieved within agreed scope, schedule and budget parameters and in accordance with the bank's project management governance framework.
13. Reconcile and report on project expenditures to ensure delivery within the project budget.
14. Manage and measure project performance with appropriate KPI's .
15. Prepare and seek approval for project change requests as required.
16. Manage risks & issues and escalate when necessary.
17. Ensure project software systems are maintained with accurate up-to-date information on overall project health, task completion, financially budget and actual expenditure, issues and risks.
18. Ensure appropriate handover of project outcomes to business owners upon project finalisation.

Organisational excellence

19. Contribute to the transformation group in the achievement of its group objectives.
20. Ensure projects are undertaken according to Regional Australia Bank methodologies, governance and quality standards.
21. Ensure compliance with related departmental policies and procedures, including appropriate controls around change management.

Selection Criteria and Role Competencies

Essential:

1. A relevant qualification with substantial project management expertise.
2. Previous experience in successfully planning and leading complex projects using both waterfall and agile methodologies.
3. Experience developing project management documentation including Project Management Plans, Business Cases, Change Management Plans
4. Experience using Microsoft Project or similar project management software.
5. Strong interpersonal, communication and relationship building skills with the ability to consult, inform, influence and negotiate at all levels.
6. High level of organisational skill and attention to detail.
7. Ability to work autonomously and to meet deadlines.

Desirable:

1. Previous experience working in the banking/finance industry.
2. Experience with the procurement of new service providers and vendor relationship management.

Performance Requirements

Organisational Compliance

- Ensure sound operational knowledge of legislative, regulatory and Code of Conduct requirements including (but not limited to), Financial Services Reform Act, Privacy Act, Industry Codes of Practice, Epayments code, Financial Transactions Reporting Act, Work Health & Safety, Complaint Handling and Dispute Resolution;
- Ensure compliance through a sound knowledge of Regional Australia Bank policies, procedures, products, services and systems. Maintain confidentiality and adhere to requirements of the Privacy Act when assessing members.



Company Advocacy

- Act as an advocate for Regional Australia Bank in all dealing with members and staff whilst promoting the values of integrity, respect, and fairness, maintaining a professional image and fostering a balanced team environment.

Professional Development

- Demonstrate a willingness and capacity to gain new knowledge and skill relevant to your role through training within the workplace, through successful completion of individual training and development activities.

Performance Management

- Strive to obtain goals, objectives and performance measures set for the role. Participate positively in six (6) monthly and annual performance reviews.

Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, Regional Australia Bank's Code of Conduct and Regional Australia Bank's Human Resource Policy and agree to meet and adhere to these and have my performance monitored and evaluated in relation to the role as outlined in this position description.

I have been made aware how to access Regional Australia Bank's policies and procedures for future reference. I am also aware that should I be in any doubt about the interpretation of a policy or procedure I should consult my immediate manager or the Human Resources Department.

I further acknowledge that Regional Australia Bank's policies and conditions of employment are revised on an ongoing basis. Regional Australia Bank commits to advise all employees of changes to policy, procedure and conditions of employment in conjunction with relevant legislative changes.

Name:
Signed
Date:
Project Manager

Name:
Signed:
Date:
PMO Manager

