



Position Description

Position:	Project Management Officer
Department:	Operations
Reporting to:	Project Management Team Leader
Location:	Standards Australia, Sydney

Overview

Standards Australia is an independent not-for-profit organisation, recognised by the Australian Government as the peak non government Standards body in Australia. Standards Australia develops internationally aligned Australian Standards® that deliver Net Benefit to Australia and is the Australian member of ISO and IEC. Standards Australia is the Principal Sponsor of the Australian International Design Awards.

The Standards Australia PM Officer's role is to actively manage Standards Development projects to publication by facilitating stakeholder consensus through technical committees. This includes ensuring Standards projects are delivered within the agreed criteria such as budget, schedule, scope and quality parameters and within the boundaries of the standardisation guidelines.

Key responsibilities

- Manage the preparation and revision of standards and related documents (ie: handbooks and technical publications) through constructively managing stakeholder input.
- Establish plans for all projects in consultation with stakeholders and ensure projects are delivered within agreed parameters and Standards Australia's project management methodology. This includes:
 - Determining the risks associated with a project, proactively implementing strategies to reduce these risks
 - Determining the scope and size of the project and the requirements for each stage or aspect of the project
 - Determining the timeline and schedule for projects
- Coordinate project management activities which relate to Standards Development pathways. This includes:
 - Planning and organising meeting logistics where relevant
 - The preparation and distribution of all necessary pre- and post-meeting documentation (agendas, drafts, minutes) where relevant
 - Establishing and submitting project status reports in accordance with organisational guidelines
 - Monitoring and progressing project deliverables ensuring targets, timelines, controls and quality parameters are met
 - Achieving consensus through negotiation and conflict resolution
 - Building and supporting working relationships with project stakeholders, upholding the Standards Australia brand at all times
 - Managing records using the organisation's Customer Relationship Management tool



- Uploading project information (research papers, comments etc) onto Standards Australia's workflow system
- Complying with Standard Australia's record management policies and procedures
- Preparation of reports for management and industry as required
 - Escalation of issues requiring attention to senior management for resolution
 - Active participation in team and departmental activities to support and drive continuous improvement
 - Regular liaison with relevant Relationship Management representative(s), sharing portfolio knowledge and identifying potential business opportunities
 - Regular liaison and constructive collaboration with internal stakeholders (e.g. the Customer Information Service, Support Services, Project Office, Legal Counsel)
 - Provide guidance to committees and other stakeholders on standardisation and on Standards Australia International policies
 - Respond to external enquiries within agreed timeframes
 - Support the media and communications team to enable them to respond effectively to media enquiries in a timely manner
 - Promote and coordinate Australian participation in the development of International standards
 - Understanding and willingness to conduct work and behaviour underpinned by Standard Australia's Core Value Proposition

Minimum Education/Professional Qualifications & Experience Required:

- Relevant Tertiary qualifications and/or relevant applied industry experience
- Experience utilising project management methodologies will be highly regarded
- Experience coordinating consensus outcomes (or similar) will be highly regarded
- IT literate (including Microsoft applications)
- Excellent command of the English language and related grammar conventions, both written and verbal
- Ability and willingness to engage with technical working groups

Other Requirements:

Understanding and willingness to conduct work and behavior in line with Standards Australia's Core Values proposition.

Key Competencies:

Communicating with others - able to articulate and explain information, both verbally and written, to customers, peers and managers. Written English is strong and concise with grammatical competence evident.

Planning & Organising - able to schedule, monitor and manage work to maximise the use of time and effort

Analytical Thinking – able to swiftly apply logical and objective thought to problem solving and decision making

Team Work - ability to work cooperatively and collaboratively as a group to achieve common objectives

Managing Quality & Risk - ability to recognise and assess the potential consequences of actions and adapts activity to ensure a successful outcome of the highest quality.



Negotiation and Conflict Management Skills - ability to facilitate win:win outcomes and consensus by applying knowledge and conciliation skills