Position Description

Position: Project Manager
Department: Standards Development
Reporting to: Program Manager
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.

The Project Manager’s role is to actively manage all aspects of standards development, primarily involving the management of multiple technical committees (e.g. preparation of meeting agendas, minutes, coordinating meeting logistics) and facilitating the development of standards within agreed criteria such as, schedule, scope and quality parameters and in accordance with Standards Australia's policies and procedures.

A key element of the Project Manager role is to ensure that Standards Australia’s policies and procedures are adhered to, and that the timelines are achieved within the defined scope of the project.

Key responsibilities
- Manage the development of standards and related documents (i.e.: handbooks and technical publications) through constructively managing stakeholder input
- Establish and maintain plans and information for all projects using the organisation's enterprise project management system, including risks, scope, size and timelines, in consultation with stakeholders
- Ensure projects are delivered within agreed parameters and Standards Australia’s project management methodology
- Manage activities which relate to Standards Development projects, including:
  - Planning and organising meetings
  - The preparation and distribution of all necessary pre- and post-meeting documentation (agendas, drafts, minutes)
  - 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
  - Establish new committees and review membership of existing committees as required for approved projects
  - Ensuring stakeholder and committee records are current, using the organisation’s Customer Relationship Management tool
  - Complying with Standard Australia’s record management policies and procedures
- Coordinate Standards Australia’s International Standards Development Engagement;
  - Promoting and coordinating Australian participation in the development of International standards
  - Managing international experts and international projects in areas of high net benefit to the Australian community
- Work with other Standards Australia staff and stakeholders to support organisational business objectives
  - Preparation of reports for targeted audiences 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 Sector Manager representative(s), sharing portfolio knowledge and identifying potential business opportunities
  - Regular liaison and constructive collaboration with internal stakeholders (e.g. the Standards Information Service, Publishing 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
  - Record time on the company’s project management system

**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
- Relevant international industry skills will be highly regarded, especially in disciplines such as engineering and science
- 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
- High degree of self-motivation
- Strong planning and organisational skills

**Other Requirements:**
Understanding and willingness to conduct work and demonstrate behaviour in line with Standards Australia’s Core Values proposition.

**Selection Criteria Questions**
- Are you an Australian resident or citizen?
- What experience do you have in facilitating groups?
- What project management systems have you used in previous roles?
- What are your salary expectations?
- Describe the types of administrative and/or secretariat duties you undertook in previous roles, e.g. Minute taking, coordinating meeting logistics etc.
- If applicable, who has referred you to Standards Australia?