

<b>Position Title:</b>	Software Implementation Project Manager (Lumary)
<b>Reports To:</b>	Senior Manager, Disability Services
<b>Location/Business Unit:</b>	Hobart
<b>Award:</b>	Social, Community, Home Care and Disability Services Award SCHADS Award (2010)
<b>Classification:</b>	Level 4-6 dependent on experience
<b>Direct Reports:</b>	Nil
<b>Effective date:</b>	January 2024

### Continuing our Legacy

Hobart City Mission (HCM) has been serving the people of Southern Tasmania since its establishment in 1852. This has only been made possible through the generosity of our supporters and volunteers. HCM brings together people who give and people in need, through the provision of client-focused, holistic and innovative services.

### Contributing to our Work Environment

HCM's work environment is centred around team work. We work as a collective to provide support and assistance to those in need in our local community. We respect each other, our differences, our uniqueness and we are proud to be part of an organisation that brings people together.

### Demonstrating Our Values

You will be **honest**, ethical and transparent, building trust and positive relationships with clients, your **team**, and other employees across HCM.

You will be **innovative and passionate** and excited to be part of the HCM team who have a long proud history of providing solutions where none seem to exist, to assist those in need. We are inspired to assist those in need, regardless of circumstance and stature.

We will **respect** you, so you will **respect yourself and your team**. We work together as a professional **team** to accomplish great outcomes for our clients.

We acknowledge our **legacy**, as we grow with our community, our faith-based values guide us in welcoming people from all backgrounds.

## **Position Overview**

Reporting to the Senior Manager, Disability Services you will lead and manage the implementation of Lumary software to support our Disability workforce and NDIS (national Disability Insurance Scheme) participants. The role includes planning, executing and overseeing the project to ensure alignment with organisational goals, and meeting legislative requirements while delivering the project within scope.

## **Key Functions**

- Lead the project end to end cycle, from developing a comprehensive project plan, to overseeing all phases of the implementation and rollout including the budget
- Build and maintain strong stakeholder relationships to ensure the success of the project
- Seek opportunities to maximise the benefits Lumary could offer HCM
- Ensure project deliverables meet the project scope and the system functions as intended
- Identify, assess, and mitigate risks
- Produce relevant documentation and reports to support the successful completion of the project
- Develop training materials and training staff

## **General**

- Work with colleagues in a supportive and cooperative manner
- Liaise and communicate with other team members in the interests of achieving collaboration and best practices through team reflection
- Actively contribute to your team environment through open communication, participation in regular staff meetings and planning processes
- Ensure that all activities and behaviours are carried out with due diligence and care for personal safety and the safety of clients, colleagues, and service providers
- Maintain up-to-date knowledge of HCM work health and safety (WHS) requirements and participate in mandatory WHS training
- Comply with all relevant legislation, privacy/confidentiality/codes of practice/conduct

## **Skills/Qualifications/Experience**

- Experience leading Lumary project implementation (desirable) or similar software implementation experience
- Good understanding of the NDIS framework
- Bachelor's degree in business, information technology or a relevant field (desirable) or relevant experience
- Project Management Professional qualification or similar project management certification is a plus
- Excellent time management and organisation skills
- Excellent interpersonal skills, building positive relationships across the organisation

## **Additional Requirements**

- Current police check (less than 6 months old) and Tasmanian Working with Vulnerable People Registration, or ability to acquire

I acknowledge that I have been provided with a copy of this position description and it has been discussed with my manager.

**Employee Name:** \_\_\_\_\_

**Employee signature:** \_\_\_\_\_

**Managers Name:** \_\_\_\_\_

**Managers signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_