



POSITION DESCRIPTION

Position title:	Project Manager
Department:	Executive
Salary/wages:	As determined by the Board
Position no:	HR
Supervisor:	Executive Manager
Staff:	Professional Development Team Leader Marketing/Business Development Team Leader IT/Web Development Team Leader Research Team Leader Reiki Practice Team Leader

Internal Contacts:

Executive Manager (Direct Contact)
Operations Manager
Chairperson
Team Leaders

Position Summary:

With a strategic, policy-aware, and deadline-driven focus, facilitate and oversee the development and accomplishment of allocated high-level strategies, in accordance with Reiki Australia's mission, vision, values and policies, and, to act as a liaison between the RA Board and the Project Team Leaders.

Functions and Responsibilities:

- Through professional practice, and delivery of key outcomes, represent Reiki Australia as a national membership body with professional standards across all project areas of the organisation
- In consultation with the Board of Directors, identify the Outcome Policies for which each project team is responsible
- Be familiar with, and facilitate the project teams being familiar with, the document, 'About Policy Governance Revised 280620' and all policy documents relevant to your project areas
- In consultation with each Project Team Leader, develop project plans indicating the steps that will be involved and the timeframe for each step, for achieving the teams' specified policies.

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- Lead recruitment process for project teams, and manage HR issues within the teams
- Liaise/consult with the Project Team Leaders regularly regarding progress and to identify challenges for resolution, within projects
- For each Board meeting, provide a report for the Board of Directors on the activities of each operating project team, specifying the outcomes the team is addressing, the methods being used, and progress made towards the outcomes
- Attend board meetings (*one per month, currently on zoom*)
- Participate in phone meetings, usually monthly, and occasional special meetings
- Participate in board sub-committees (*as required*)
- Participate in telephone conferences (*as required*).

Person specifications:

Desirable skills/experience:

- Excellent verbal and written communication skills
- Demonstrated ability to establish and sustain effective teamwork
- Demonstrated ability to support and guide others in their ongoing development
- Well-organised and able to establish and maintain effective systems
- Previous experience in project management and team leadership
- Excellent time management skills, and ability to prioritise.
- Excellent networking skills
- Transparent leadership, teamwork, cooperation, and negotiation skills
- Excellent problem-solving skills Intermediate computer/IT/Web development skills
- Ability to focus on Board-directed projects and work to deadlines
- Intermediate financial literacy including budgeting, projecting, and generating revenue
- Intermediate skills with all aspects of marketing (communications, social media, community engagement, podcasts etc.)
- Knowledge and experience with health practice standards a plus
- Knowledge and experience with sourcing evidence-based research, grant applications, liaising with government agencies a plus.

Desirable qualities:

- Commitment to the shared vision of Reiki Australia in advancing the professional and lay practice of Reiki
- Sensitive to differences in the personalities and motivations of others; able to build on diverse values and opinions
- Ability to view business processes from the perspective of members and customers
- Openness to new ideas and creative solutions
- Flexibility in managing and promoting change; ability to work with ambiguity and uncertainty
- Ability to be sensitive to others and trustworthy with sensitive and/or confidential information
- Financial Member of Reiki Australia for 3 years minimum.
