



Project Manager

LOCATIONS: Southport

DAYS/HOURS OF WORK: Monday to Friday 8.45am-4.45pm (36.25 hours)

REPORTING TO: Business Operations Manager

AWARD

CLASSIFICATION: Level 6 SCHADS Award (Qld) Social and Community Services Employee
The pay point will be dependent on the successful applicant's skills and experience.

ANNUAL LEAVE: 5 weeks per annum

The Domestic Violence Prevention Centre GC Inc. (DVPC) is based on the Gold Coast and has been operating since 1992. It offers support to women, young people and children who have experienced domestic and family violence and delivers behaviour change programs to male perpetrators of violence. DVPC utilises a feminist framework and evidence-based practice to inform and direct its service responses.

DVPC convenes the Gold Coast Domestic Violence Integrated Response (GCDVIR) which brings together systems agencies and relevant organisations to improve responses to high risk women and children to enhance their safety and wellbeing and to actively work towards improving collaboration between all agencies on the Gold Coast who are responding to domestic violence.

DVPC Vision

Everyone is safe to live with justice, freedom and hope in their family, community and country.

DVPC's 2021-2024 strategic plan articulates the path we intend to take in pursuit of our vision. The foundation for the delivery of our plan lies in the purpose and mission of DVPC to:

- **ADVOCATE** relentlessly to achieve change.
- **COLLABORATE** to improve safety and to build and share our specialist experience and knowledge.
- **INNOVATE** by listening to those most impacted by domestic and family violence, and by working with them to explore the options to create radical and positive changes.

DVPC Values

Safety-Focused

- We centre the safety of women and their children in all our decisions.
- We appreciate the diverse experiences of women and their children and recognise that this shapes their experience of violence.
- We listen and learn from them – they teach us how to do this work.

Respect

- We respect women's rights to make their own decisions and choices for themselves and their children.
- We have brave, honest and respectful conversations with people. We talk to people, not about them.
- We clearly communicate what we can offer and what we expect of each other.

Equity

- We consistently and fairly prioritise and allocate resources by considering immediate needs with long term sustainability.
- We share the work fairly to deliver effective responses and to create systemic change.
- We actively seek out diverse voices to help us identify and remove barriers to accessing our services.

Accountability

- We have documented frameworks that guide our decisions and responses, and we take responsibility for our choices and actions. We are committed to continually improving our services to ensure they are relevant, specialised, consistent, ethical, practice-led and evidence-informed, while adapting to a challenging and ever-changing environment.
- We evaluate our programs to ensure they contribute to the safety of women and their children and add to the body of knowledge about this work.
- We can demonstrate that we manage our resources effectively, efficiently and responsibly.
- We coordinate community responses that centre the safety of women and their children by making the impact of their experience of DFV visible.
- We work with our partners to hold those who commit domestic and family violence responsible for their actions.

Purpose of the Role

The Project Manager will coordinate, implement and provide expert advice on a range of projects including end to end delivery of Information Technology projects, HRIS systems implementation, industrial change and policy development. A key part of the role is to align these projects with our strategic objectives, enhance operational efficiencies and ensure regulatory compliance. Reporting to the Business Operations Manager, the Project Manager will be required to work closely with the CEO to achieve outcomes in a timely manner.

Key Responsibilities

- Provide guidance and advice on HRIS systems and oversee the project implementation from inception to completion.
- Lead and coordinate the planning, execution and completion of various projects including the upgrade of our IT system, industrial change initiatives and policy development.
- Drive continuous improvement by identifying and proposing best practices and subsequently executing feasible projects.
- Ensure organisational policies and procedures enable, support and reinforce good practice. Establish processes to ensure regulatory compliance requirements are met.
- Work collaboratively with the CEO, Business Operations Manager and Operations Support Team to lead and embed change in order to deliver optimal project outcomes.
- Ensure that all projects adhere to relevant regulatory requirements and compliance standards, mitigating potential risks and liabilities.
- Participate in the identification of trends to inform appropriate service development.
- Prepare regular progress reports, including milestone achievements, budget updates, and risk assessments to keep stakeholders, including Board members, informed and engaged.
- Provide leadership and support to the organisation, creating a positive, respectful and safe work environment.
- Positively and constructively represent the organisation, role modelling the Code of Conduct and actively supporting DVPC's mission, vision and values.

Key skills or experience

- Proven experience in IT and HRIS systems implementation, HR and policy development.
- Strong project management skills, including the ability to prioritise tasks, manage deadlines and work effectively under pressure.
- Excellent communication and interpersonal skills, with the ability to interact with individuals at all levels of the organisation.
- Ability to collaboratively work with internal and external stakeholders to achieve project goals and embed change in policy, process and organisational culture.

- Knowledge of regulatory compliance requirements relevant to HRIS systems, industrial relations, and policy development.
- Detail-oriented with a focus on accuracy and quality assurance.
- Strong critical thinking and evaluation skills.
- Previous senior HR experience in a non-profit organisation desirable.

Supervision

The position is required to participate in the Staff Supervision and Professional Development Program which includes internal line supervision and on occasion external individual supervision and externally facilitated group supervision.

Additional Mandatory Requirements

- Positive Notice – Blue Card or the capacity to acquire
- Applicants must be eligible to legally work in Australia and proof of eligibility may be required.