



SCHEDULE A – Position Description

POSITION DETAILS

Position Title:	Project Manager – Website Redevelopment (9 month contract)		
Location:	Head Office; Surrey Hills		
Reports To:	Strategic Communications Manager		
Direct Reports:	Up to 2 shared reports		
Employment Status	Full time <input type="checkbox"/>	Part time <input checked="" type="checkbox"/>	Casual <input type="checkbox"/>

OUR VISION AND PURPOSE

Continenace Health Australia (CHA), formerly The Continenace Foundation of Australia, has a vision for an Australian community free of the stigma and restrictions of all incontinence across the lifespan. We aim for this through research, advocacy, solutions, consumer education and professional development.

STRATEGIC PILLARS

Ensure Better Access To high quality continence information, resources, education and services in Australia.
Be a Leading Peak Body That is widely recognised and acknowledged nationally and internationally as the Australian expert voice for continence.
Be a Unified Body That has the governance and organisational capacity to deliver our vision and purpose.
Grow Successfully and Sustainably To ensure we can continue to achieve our vision and purpose.

PURPOSE



The Project Manager will oversee the redesign and transition to a new platform of CHA's primary website, www.continence.org.au, playing a vital role in the organisation's success. This position, located within the Strategic Communications team, will work closely with internal and external stakeholders to develop a user-centric platform that enhances access to services, information, and engagement with CHA.

VALUES AND BEHAVIOURS

Values	Behaviours
Accountability	We are responsible for our individual and team actions and behaviours and the outcomes they produce.
Respect	We will respect each person within our organisation and all external individuals and stakeholders.
Integrity	We will act with integrity and be open and honest, within our teams and the organisation, and when dealing with all external individuals and stakeholders.
Inclusiveness	There are no barriers to engagement and participation, no one is excluded, and diversity is celebrated.

RESPONSIBILITIES

Act as the primary Strategic Communications representative and Project Manager for the website redevelopment project, overseeing it from initial concept through to full implementation.

Collaborate closely with our implementation partner and internal teams to ensure the project's successful delivery.

Additionally, contribute significantly to designing the new operating model for CHA's engagement with the new platform, including governance, content management, and authorship frameworks.



KEY PERFORMANCE INDICATORS (KPI'S)

Key Performance Indicators
All employees
Alignment to expected values and behaviors demonstrated
Compliance with Work Health and Safety Policies and Procedures
Compliance with Company policies and procedures
Positive and effective stakeholder relationships and feedback

Role Specific
<p>Project Planning</p> <p>Develop and manage project plans, including delivery, resource allocation, timelines, and budgets, ensuring key milestones are met on time.</p> <p>Stakeholder Management</p> <p>Build and maintain strong relationships with internal stakeholders (e.g., Marketing team, Health Promotions team, IT) and our implementation partner.</p> <p>Website Design</p> <p>Oversee the website design, development, and user journey mappings, ensuring deliverables meet business goals and improve user experience and engagement.</p> <p>Scope and Change Request Management</p> <p>Manage project scope, ensuring any changes to the original scope are carefully evaluated for their impact on the project's timeline and budget.</p> <p>Problem Solving</p> <p>Identify project challenges, providing clear and actionable solutions to keep the project on track.</p> <p>Risk and Issue Management</p>



Develop and maintain risk and issue registers, escalating when necessary to keep the project moving forward.

Status Reporting

Prepare project status reports, including updates on delivery, finances, and risks, and present to internal teams and management.

Collaboration and Communication

Ensure clear and efficient communication across teams, aligning priorities and objectives to drive the project forward.

Core Competencies

- Proven experience leading web redevelopment projects, preferably within the health or education sectors.
- Strong technical understanding of website development projects.
- Demonstrated project management skills.
- Ability to develop clear roadmaps for project exploration, delivery, and implementation.
- Experience managing change management processes, governance, and content frameworks.

Communication: Strong analytical and synthesis skills are crucial. Communication must be accurate, timely, and clear while building collaborative relationships with internal and external stakeholders based on trust and credibility.

Judgement: The role requires sound organisational judgement and risk assessment skills to provide effective advice. Influencing various issues and adapting to changing demands are key, with the expectation to escalate potential issues to the Strategic Communications Manager.

QUALIFICATIONS/EXPERIENCE

ESSENTIAL

Five years plus of experience in digital product development or web development with a strategic communications focus.

Strong leadership and proven ability to influence and build relationships with diverse



stakeholders.

Strong understanding of reputational risks and mitigation strategies.

Highly motivated and self-directed, with the ability to work independently to high standards.

Knowledge of web technologies (HTML, CSS, Drupal, WordPress, JavaScript) and enterprise technology stacks.

Knowledge of communications principles and the role of digital media in integrated marketing.

DESIRABLE

Knowledge of the not for profit sector with a health focus

This position description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a total inventory of all duties, and responsibilities that may be required of employees assigned to the role.

EMPLOYEE DECLARATION

I

(Applicant's Name)

hereby understand and accept the conditions of the position description as detailed herein for the position of

(Position)

Employee signature

Date