POSITION DESCRIPTION

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| Position Details |
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| Title: | Project Manager (Schools Assessment and Education Development) |  |
| Reference Number: | PM |  |
| Department: | ACER UK |  |
| Division: | International Development |  |
| Job Size Classification: | 470 |  |
| Reports To: | CEO, ACER UK |

**Position Overview**

The Project Manager is a mid-level project management position responsible for managing one or two large and/or complex project(s) / program(s) to deliver successful quality outcomes on time, on budget and within agreed scope in accordance with established project management methodology. The Project Manager will also be expected to identify opportunities to expand upon and/or build a larger user base for their allocated project(s)/program(s).

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| Position Context |
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ACER is an education research and development organisation providing expert advice and services in assessment and learning to a number of government and non-government organisations in the UK and the EU including the Scottish government, the Standards and Testing Agency and the RAND Corporation. ACER is regarded as one of the world’s leading expert organisations in assessment and promoting innovation in learning for all ages.

The Project Manager (Schools Assessment and Education Development) will be responsible for managing the schools assessment services delivered by ACER in the UK including ELMS, ISA for international schools groups and assessment services to RAND and EEF. The Project Manager will also be responsible for managing education and development aid projects which are funded by UK or EU donor organisations such as DFID and the European Commission.

The Project Manager will also have a business development role with a responsibility to identify new opportunities in schools assessment and aid projects. S/he will work in close collaboration with Schools Assessment Services, as well as Education and Development senior managers in Melbourne.

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| Position Accountabilities |
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* Manage and oversee all aspects of project planning, development and implementation for allocated projects / programs including developing project plans, establishing governance and service delivery protocols and supporting project-related activities to ensure project outcomes are achieved on time, on budget and to quality standards;
* Monitor and evaluate all aspects of project implementation, including risk and contingency management and quality measures, identify and address issues, assess project progress and effectiveness, and achieve project outcomes;
* Manage all day to day operations including maintaining project documentation, engaging stakeholders and responding to complex enquiries;
* Co-ordinate staff as appropriate ensuring compliance with governance and service quality requirements, to successfully deliver all key milestones and outcomes;
* Manage project/program budgets and meet reporting requirements including the preparation and monitoring of financial reports;
* Ensure project / program is effectively marketed to promote product or services;
* Develop and maintain collaborative working relationships through effective communication, negotiation and issues management to ensure project deliverables are achieved;
* Identify opportunities to support the growth of allocated project(s)/program(s);
* Contribute to the overall management and development of the function or business unit; and
* Work on other projects / programs commensurate with jobsize as required.

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| Decision Making Authority |
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The Project Manager will work under the general direction of the CEO and have carriage of operational decisions with respect to projects/programs within the delegated area of work. Key or high risk decisions regarding strategy, business planning, proposals for new commitment of significant ACER resources, staffing matters and client relationships are made with reference to the CEO.

The Project Manager will assume supervisory responsibility of Project Assistants / Support Officers and/or Coordinators working on allocated projects/programs. It is important to note that a Project Manager could also be responsible for the management of multiple projects, dependent on the complexity and level of work involved with each project.

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| Organisational Accountabilities |
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* Proactively work towards achieving individual, team and organisational objectives while demonstrating [ACER’s leadership behaviours](https://www.acer.edu.au/files/Leadership_and_Mission_final.pdf):
* *Developing Self* – involves self-management, self-reflection and self-improvement
* *Embracing Change* – being open to change and leading change when appropriate
* *Pursuing Excellence* – ongoing search for new and better ways of working
* *Setting Directions* – strategic thinking and planning for the future
* *Supporting Colleagues* – supporting and contributing to the development of others
* *Working Collaboratively* – building highly effective internal and external relationships
* Actively work to create an equitable, fair and harmonious work environment which is free from harassment, bullying and discrimination by demonstrating respectful and courteous behaviour towards others
* Proactively foster an inclusive and diverse work environment which encourages and respects different experiences and perspectives, and values diversity of thought
* Comply with all occupational health and safety requirements, including following safe work practices for self and others
* Work in accordance with ACER’s policies and procedures

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| Qualifications |
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Bachelor Degree in a relevant discipline or its equivalent.

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| Knowledge, Skills and Attributes |
| Essential |

* Knowledge and experience of working in education and development aid projects
* Excellent interpersonal and communication skills, both written and verbal
* Demonstrated ability to manage all aspects of a project / program to deliver on time and within budget, with high standards of quality
* Evidence of excellent problem solving and critical thinking skills, and ability to coordinate required stakeholders to resolve issues and deliver outcomes
* Proficiency with MS Office (Word, Excel, PowerPoint, Outlook) and experience using various internet applications
* Demonstrated ability to lead teams effectively and manage difficulties to achieve positive outcomes
* Experience managing marketing and promotional sales activities

Desirable

* Formal training in project management (e.g. PRINCE2)
* A good understanding of the education system in the UK
* Experience working in the education (or other relevant) sector
* Masters degree or equivalent