



POSITION DESCRIPTION

Studio Program Manager

Position:	Studio Program Manager
Department:	Programs
Time Fraction:	Full Time
Reports To:	Head of Programs
Direct Reports:	3 x Studio Program team members
Position Tenure:	Permanent
PD Reviewed:	7 June 2021

Role Summary

The Studio Program Manager (SPM) provides project management services in respect to sustainable, efficient and effective infrastructure management for Kids Under Cover (KUC). This role is responsible for managing the building, relocation and decommissioning of studios as well as oversight of the studio application and build process, providing technical advice to external or internal agencies and departments.

The SPM is also responsible for providing support/advice to construction contractors in relation to studio builds and key projects including design, compliance and financial acquittal of funding. Key stakeholders include construction contractors, government, carers and internal KUC staff.

Reporting to the Head of Programs (HoP), the SPM is accountable for:

- Managing all building, relocation and decommissioning tasks associated with the Studio Program, ensuring these works are carried out to agreed service standards and in accordance with contracts.
- Ensuring administrative processes and databases are maintained, and can be relied upon, to provide up-to-date information and reporting at all times.
- Leading, tracking and reporting on project management progress in relation to applications and building, project budgets, variation costs and internal funding allocation.
- Providing support to the HoP as required across a range of KUC activities.

Key Responsibility Areas (KRAs)

Studio Project Management (40%)

- Lead, manage and support the studio build team to meet agreed KPI's.
- Coordinate all construction tasks for the studio program including pre-build and post-build processes, relocation and decommission processes.
- Assist with developing and implementing programs team plans (operational standards and emergency management) and revise service standards in conjunction with the HoP.

- Liaise with contractors in relation to progress against their Service Level Agreement (SLA) for building works.
- Improve and develop all aspects of studio application and construction, including policies and procedures.
- Assist with maintaining a high standard of governance in relation to contractor OH&S and ensure compliance with company policy, OH&S Act, Regulations and Codes of Practice.

Relationship Management (30%)

- Liaise and correspond with relevant stakeholders such as government, carers and contractors.
- Ensure all processes and procedures are coordinated with other department staff.
- Contribute to studio funding submissions for Government and private funders as required.

Administrative Management (15%)

- Provide support to the HoP and Programs team members on projects as required.
- Maintain and develop relevant department policies and procedures on an ongoing basis.
- Work closely with other program team members and contractors to ensure databases remain accurate and up to date.
- Document studio completion as appropriate (PPSR, Insurance, etc.)
- Interpret data and analyse results to provide detailed monthly and quarterly data and reports from systems, as required.
- Support the HoP to assess and implement operational policies, including taking responsibility for some sub-projects, as required.
- In line with organisational policies and procedures, ensure that client and stakeholder data is processed and secured so that it is compliant with the privacy and security legislation and requirements (e.g. National Privacy Principles, SPAM etc.).

Financial Management (15%)

- Ensure financial acquittal of studio funded programs.
- Ensure invoices from the Studio Program are managed in accordance with KUC procedures.
- Assist the HoP in the development and execution of the annual studio program budget.
- Monitor overall costs of construction and identify savings or cost trends.

Experience

- 3+ years demonstrated experience in project management
- Building industry knowledge
- 3+ years demonstrated experience in leading and developing a team
- Highly developed communication skills
- Budget monitoring experience

- Strong relationship, networking and communication skills that have been developed through working with a broad range of stakeholders
- Knowledge and experience with all aspects of database and CRM management
- Demonstrated knowledge and experience in documenting and maintaining policies and procedures
- Current Australian drivers' licence

Skills & Knowledge

Communicates with Influence – Communicate clearly, actively listen to others and respond with respect.

Relationship Management – Collaborates, cultivates and facilitates productive internal and external working relationships to influence outcomes for the benefit of Kids Under Cover.

Project Management – Strong project management skills, to deliver with quality, on budget and on time.

Critical Thinking – Makes decisions and solves problems through research, reflection, analysis and rigorous evaluation.

Accountability – Achieve results through efficient use of resources and a commitment to quality outcomes.

Service Orientation – Delivery and quality of service, both internal and external.

Plan and Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.

Leadership – Ability to motivate a team and deliver results through leadership.

Evaluate and Improve – Evaluates processes or programs to drive continuous improvement.

Financial Management – Understand and apply basic financial processes to achieve value for money and minimise financial risk.

Behavioural Competencies

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|--------------------|--------------------------|
| ▪ Work together | ▪ Be positive |
| ▪ Respect others | ▪ Be ethical |
| ▪ Don't judge | ▪ Lead by example |
| ▪ Be understanding | ▪ Show dedication |
| ▪ Find a way | ▪ Advocate for the cause |

Child Safety Standards - Commitment

We are committed to the safety, participation and empowerment of all children. As part of your role, you may be working with children and people who are vulnerable. It is your obligation to always ensure their safety and report any concerns you may have, in line with our Child Safe Policy and Child Safe Code of Conduct.

You will be required to provide a Working with Children check prior to commencement and maintain this check for the duration of your employment with Kids Under Cover.

Authorisation

I have read, understood and accepted this position description as the basis of this role.

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Employee Signature

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Manager Signature

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Employee Name

.....
Manager Name

.....
Date

.....
Date

Kids Under Cover reserves the right to review and amend this document at its discretion.