

Project Management Officer

Darlinghurst, Sydney

Contract

Salary: Total Remuneration Package \$93,206.40

Reference: JR104884

Position Summary:

A vacancy exists in the above unit for a highly motivated Project Management Officer with appropriate knowledge and skills to join our friendly and supportive team. Our progressive and innovative team offers development opportunities for our staff and a caring environment for the delivery of high quality patient centred care.

The Project Management Officer is responsible for the project management for strategic projects and business planning for the St Vincent's Curran Foundation to enable the smooth co-ordination and delivery of successful fundraising programs and events with a focus on St Vincent's Public Hospital Sydney, St Vincent's Private Hospital Sydney and St Vincent's Private Community Hospital Griffith in line with the overall St Vincent's Curran Foundation fundraising strategy and in accordance with the Mission, Vision and Values of St Vincent's Health Australia.

Some of the key duties of the role are:

- Responsibility for the project management for strategic projects and planning for the Foundation and working closely with CEO, St Vincent's Curran Foundation
- Project management and support for the CEO, St Vincent's Curran Foundation for complex, team wide donor related projects such as annual report recognition, donor segmentation studies, naming rights approvals, and donor surveys.
- Maintenance and development of all policies and procedures in relation to the business of the St Vincent's Curran Foundation.
- Responsibility for the Endowment Grants Project Management and administration of the Endowment grants.
- Working on major gift proposal developments for CEO, St Vincent's Curran Foundation and Strategic Projects.
- Streamlining, reporting and monitoring of processes across Foundation work
- Liaison and Communication, particularly national policy input and implementation e.g. naming rights approvals working with CEO.
- Supporting CEO, St Vincent's Curran Foundation in correspondence management, project tracking and working with CEO and Head of Fundraising Operations, St Vincent's Curran Foundation in the development of the annual business plan.

The vacancy is open to Australian citizens, New Zealand citizens who hold a valid New Zealand passport, Australian permanent residents and those non-residents deemed by the Department of Immigration and Citizenship to be eligible to work in Australia only.

About St Vincent's Health Network Sydney:

St Vincent's Health Network Sydney is made up of three public hospitals, St Vincent's Hospital Sydney, Sacred Heart Health Service and St Joseph's Hospital at Auburn. We are part of St Vincent's Health Australia, the largest diversified health care organisation within Australia's not for profit Catholic health care sector. As a Catholic health and aged care service provider, our mission is to bring God's love to those in need through the healing ministry of Jesus, with a commitment to those who are poor and vulnerable.

We are committed to equal employment opportunity, ethical practices, and the principles of cultural diversity and promote a smoke free work environment. Appropriate criminal record and child protection checks are conducted for all successful candidates. Employment with St Vincent's is subject to you having current immunity status that complies with the Assessment, Screening & Vaccination against Specified Infectious Diseases - Policy Directive Immunisation history complies with NSW Health Policy Directive PD2011_005. Appointment and ongoing employment will be subject to continued compliance with the policy directive.

St Vincent's Health Network Sydney has an Australian Taxation Office (ATO) approved salary packaging scheme in place to increase the take home pay of staff. For information about the scheme go to <https://www.smartsalary.com.au/>

Application Instructions:

St Vincent's Health Network Sydney is committed to reconciliation and encourages Aboriginal & Torres Strait Islander people to apply for all advertised positions.

When applying for the position, Applicants will be required to upload a recent Resume as well as a separate Cover Letter addressing the Selection Criteria for the position as outlined below. External applicants are to upload their Cover Letter alongside their Resume when reaching the 'My Experience tab >Resume/CV> Upload. For Internal applicants, this document is to be uploaded further down the page alongside your Resume under Resume/CV> Upload.

Selection Criteria

- Personal integrity and demonstrated commitment to the Philosophy, Mission and Values of Mary Aikenhead Ministries and St Vincent's Health Australia.
- Relevant tertiary qualifications and/or demonstrated experience in fundraising.
- Demonstrated experience in utilisation and development of administrative systems and processes required for successful donor relationship management and prospecting, including assisting with budgets.
- Experience working in a fast paced environment with multiple stakeholders.
- Excellent oral and written communication skills and the ability to communicate effectively with both internal and external stakeholders including senior executives.
- Proficiency at an advanced level in Microsoft Office including Word, Excel, Powerpoint and Outlook and past experience using and maintaining a CRM and/or donor database system, such as Raiser's Edge and Project Management systems.
- Demonstrated high level of time management and organisational skills with the ability to be flexible, adapt to varying workloads, and to effectively manage multiple tasks.
- Ability to work independently, as well as within a collaborative team environment and to follow and perform tasks in accordance with policies and procedures.

Applicants that do not address the selection criteria will have their application automatically culled.

Application Instructions:

Applications must be made online **click** on the link below for further information and to apply.

Applications close on the 24th October 2018 at 11:59PM

For further enquires please contact: Shanthini Naidoo, **E:** snaidoo@stvincents.com.au, **P:** 02 8382 1688

**CLICK FOR FURTHER INFORMATION
AND TO APPLY**