POSITION TITLE	**Project Manager - InsideOut's Upskilling Project**
JOB PROFILE ID	**PMD_HEO8_01_SJP**
JOB CATEGORY	**Professional**
JOB FAMILY	**Program / Project Management and Delivery**
COMPENSATION GRADE	**HEO8**
MANAGEMENT LEVEL	**19 Individual Contributor**

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION
The Project Manager will oversee the'Upskilling the Mental Health Workforce in Evidence-Based Eating Disorder Interventions'project, ensuring the successful delivery of training, digital interventions, and clinical capacity-building initiatives. This role involves managing project milestones, liaising with internal and external stakeholders—includingheadspace national, headspace centres nationally, Medicare Mental Health services, and Primary Health Networks (PHNs) across Australia—and ensuring adherence to governance, reporting, and financial requirements. They will develop and implement project plans and effectively manage project activities and deliverables within budget and agreed time frames.

DECISION MAKING AND DELEGATIONS OF AUTHORITY
The Project Management works under broad direction but with a degree of autonomy, translating accountabilities into tasks to deliver against goals. They are a subject matter expert in health sciences, psychology, public health, or a related field, and have expertise in project management, providing sound advice and recommendations, resolve complex matters and escalated issues related to their responsibilities.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	0134804 Senior Manager, Program - Ms Sally Corry
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

Project Oversight & Delivery:
Lead the planning, execution, and evaluation of the Upskilling Project within defined scope, budget, and timeframes.

Manage overall project organisation, including defining roles, responsibilities, and performance indicators for project staff where necessary.

Ensure project processes and operating models support project plans and governance structures.

Develop and implement project plans, ensuring accurate definition of phases, objectives, activities, timelines, and milestones.

Manage project activities and deliverables within budget and agreed time frames, making necessary adjustments as needed.

Manage project risks, challenges, and mitigation strategies.

Ensure compliance withUniversity of Sydney, InsideOut Institute, and Sydney Local Health District (SLHD) governance frameworks.

Stakeholder Engagement & Collaboration:
Foster strong working relationships withheadspace, Medicare Mental Health services, PHNs, state mental health services and other key stakeholders

Work closely withresearch and digital streamsto coordinate the implementation and evaluation of digital interventions and online training programs.

Develop and implement communication strategies to support engagement, uptake, and sustainability of the program.

Training & Workforce Development:
Oversee the rollout ofeLearnings and clinicians webinars for relevant mental health professionals nationally.

Ensure training materials align with evidence-based best practices for eating disorder interventions.

Monitor and assess training participation, completion rates, and clinician competency development.

Data Management, Evaluation & Reporting:
Monitor project progress usingperformance indicators (e.g., number of trained professionals, number of referrals).

Support and/or lead reporting to funding body and key stakeholders, ensuring compliance with grant deliverables.

Support research and evaluation activities related to workforce development and digital therapy implementation.

Financial & Operational Management:
Manage project financials, including monitoring expenditure.

Implement qu ality assurance processes for project activities, ensuringtimely and high-impact delivery.

Undertake other duties and contribute to projects appropriate within the classification level as required.

EDUCATION

Education
Bachelor's Degree - In a relevant field
Masters Degree - An equivalent combination of relevant training and experience

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certifications
The successful applicant will be required to provide a current Working With Children Check - No Issuer.

SKILLS

Skills
Ability to Communicate Effectively
Computer Literacy.
Critical Thinking and Decision Making
Microsoft Office suite.
Negotiation and Influencing.
Planning and Organisation.
Teamwork and Collaboration.

WORK EXPERIENCE

Work Experience
Experience managing multiple diverse internal and external stakeholders.
Experience using Project Management and Version control tools, such as Jira and Git (Bitbucket)
Extensive project management experience.

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	INT
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	INT
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	INT

Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Actively manages opportunities, risks and issues	Actively manages opportunities, potential risks and uncertainties to achieving the strategic objectives of the University.	INT
Delivers service excellence	Understands customer needs and wants, both now and in the future, to agree, meet and manage service expectations and deliver an excellent service experience for University staff, students and the community.	INT

Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Drives strategic alignment	Scopes, develops and manages projects/programs that underpin education, research, engagement and student experience outcomes (directly or indirectly) to ensure successful delivery for students, staff and the community.	INT
Enables compliance and integrity	Cultivates an environment in which students and staff act with integrity and comply with relevant laws, regulations and policies applicable to the University.	INT
Facilitates organisational readiness	Facilitates, encourages and sustains the acceptance and adoption of new strategies, technologies, and processes, supporting University staff to adapt and respond to change.	INT
Financial accountability	Applies prudent financial management practices when undertaking tasks and makes decisions with a consideration of the short and longer term financial implications on organisational effectiveness, and the impacts on University staff, students and community.	INT
Seeks insights to inform decisions	Gathers, consolidates and evaluates a range of information to uncover key insights and inform business decisions across the University.	INT

Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	FOU
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	FOU
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	FOU
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	FOU
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	FOU
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	FOU
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	FOU
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	FOU
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	FOU
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	FOU