



Education  
Services  
Australia

## Project Manager

Education Services Australia (ESA) is a national, not-for-profit company owned by all Australian education ministers established to support the delivery of national priorities in education.

The position will be part of ESA's Digital Teaching & Learning team who are delivering a large and diverse range of digital products and services to support stakeholders that include the Federal Department of Education and Training, Department of Industry, the Catholic Education Office, ACARA, AITSL, states and jurisdictions and subject matter associations.

### About the position

This is a wonderful opportunity for an experienced Project Manager wanting to work with a dynamic team delivering digital, education-based projects.

This is a 6-month role working on a variety of projects, with a view to offering extended employment as further projects come through the pipeline.

The Project Manager (PM) acts, at times, as the interface between internal and external clients and development teams. They will effectively supervise the delivery of projects, supervising staff to deliver the project requirements on time, within budget and to high quality standards. Ideally, the PM will also bring conceptual design thinking skills into the role to ensure quality and provide value to the digital projects that they manage.

It is expected that the PM will work across projects within the Digital Teaching and Learning Portfolio and more broadly within ESA, as projects emerge, with a specific focus on successfully building connections between technical teams, content experts and stakeholders. The PM may have 2-3 projects to manage, with one project being a high priority throughout the contract duration.

### Selection criteria

The position requires a passionate Project Manager with a proven track record in delivering quality outcomes within timeframes and budgets. Specifically, the requirements are:

- Strong project management skills, including the ability to meet strict deadlines for reporting, development and delivery and effectively manage project budgets
- Previous experience in managing complex, web/digital based projects
- Excellent communication skills with the ability to produce clear written documentation and reports
- Able to demonstrate the ability to manage relationships with operational teams, either internal or external, senior management, and external stakeholders
- Well-developed organisational skills with the ability to manage multiple priorities concurrently
- A strong understanding of project management methodologies, such as Prince2 or other project methodologies and supporting tools in an online environment
- Proven ability to work with limited supervision to either directly manage, or oversee the management, of projects in a team environment
- Display excellent written and verbal communication, interpersonal and presentation skills
- Be versatile, flexible, enthusiastic, and express a high level of self-motivation and initiative
- Demonstrate a well-developed work ethic.

### **Desirable**

- Experience in managing education-focused projects
- An understanding of the education system within Australia
- An understanding of other project management methodologies, such as Agile, is desirable

### **What ESA offer**

In addition to a competitive remuneration package, ESA offers lifestyle benefits and a culture that allows people and ideas to flourish. We embrace diversity, promote ethical and respectful engagement, and recognise that career and life choices are important. For more information about working for ESA please, visit the Employment page on our website - <https://www.esa.edu.au/about/employment>

If this sounds like the perfect opportunity for you, please email your application to [recruitment@esa.edu.au](mailto:recruitment@esa.edu.au)

For further information:

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