

## POSITION DESCRIPTION

# Program Manager

ReadyTech (ASX:RDY) exists to help communities thrive, and ReadyTechers flourish on making that change happen.

They enjoy taking on challenges that matter to our customers, communities, and the world – and working to solve them with incredible technology that helps navigate complexity, while also delivering meaningful outcomes.

ReadyTechers are enterprising, and hungry to make a difference. But, more than ever, ReadyTechers are *ready for anything*.



## POSITION DESCRIPTION

<b>Title</b>	Program Manager	<b>Location</b>	Melbourne/Perth
<b>Report to</b>	Head of Professional Services	<b>Direct report(s)</b>	N/A

### The purpose of this role

In this role, you will use your program management expertise to plan and deliver projects from start to finish, including the planning, analysis, design, implementation, testing, integration and documentation of enterprise software solutions.

### The key accountabilities of the role

- Develop and manage ongoing, overall programs of work – including product, timelines and processes for ERP deliveries
- Lead and work with Project Managers, working collaboratively to implement large ERPs
- Track project deliverables using appropriate tools
- Provide management with reports and updates as required
- Provide governance of all project workstreams associated with an overall Program of Work

### The key responsibilities of the role

- Lead the planning and implementation of allocated projects
- Facilitate the definition of project scope, goals and deliverables for allocated projects
- Responsible for the definition and delivery of project scope, goals and outcomes for allocated projects
- Define project tasks and resource requirements
- Development of full scale project plans
- Implement and manage project changes and interventions to achieve project outputs



- Build and maintain a high level of satisfaction in existing customer accounts
- Accountable for allocated project budget in conjunction with the Senior Leadership Team
- Optimise and execute Ready Community methodology for project management
- Adhere to all policies, standards and best practices

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## The ideal candidate will have these:

<b>1. Skills</b>	<ul style="list-style-type: none"><li>• You have impeccable communication and presentation skills</li><li>• You have excellent written and verbal communication skills</li><li>• You have mastered the ability to handle many projects at once, and the ability to meet agreed-upon deadlines</li><li>• You excel at forming strong internal and external relationships</li><li>• You have a knack for problem-solving and using your initiative</li><li>• You thrive working independently once given some scope and direction</li><li>• You are able to work, communicate and manage a team effectively</li><li>• You can work effectively across multiple vendor parties, bringing together an Eco System approach to implementations</li></ul>
<b>2. Knowledge</b>	<ul style="list-style-type: none"><li>• Project Management expertise with general end to end project delivery: analysis, design implementation, testing and documentation of enterprise software solutions.</li><li>• Client expectation management;</li><li>• General knowledge of Procurement and/or Contract Management systems, project delivery or practices ideal.</li></ul>
<b>3. Experience</b>	<ul style="list-style-type: none"><li>• Prior experience working with or on large technology projects</li></ul>