



inDigiMOB PROJECT MANAGER .6 P/T

\$80,000 – \$90,000 pro rata, plus superannuation, plus salary sacrifice

The inDigiMOB Project Manager is responsible for the management, oversight, monitoring and reporting of the inDigiMOB digital inclusion project, including coordination of staff and resourcing and ensuring the project is on track to achieve outcomes.

The inDigiMOB project is a partnership between the Indigenous Remote Communications Association (IRCA) and Telstra.

Duties:

1. Planning and management of the inDigiMOB digital inclusion project.
2. Work with IRCA management and inDigiMOB project staff and contractors to meet project outcomes within established timeframes.
3. Assist with identification of new communities for inDigiMOB delivery and negotiation of agreements with delivery partners and other stakeholders.
4. Oversee evaluation, including collection and maintenance of records for project.
5. Monitor expenditure and costs to ensure the inDigiMOB project operates within the approved budget.
6. Provide update reports to IRCA Management and Telstra on a regular basis.
7. Develop and implement communications and media strategies for promoting the project outcomes to media and via relevant forums.
8. Manage allocation of inDigiMOB/ IRCA resources, including appropriate use and maintenance.

Aboriginal and Torres Strait Islander people encouraged to apply

9. Develop a Sustainability Plan for continuation and/or expansion of inDigiMOB program beyond the duration of Telstra funding.
10. Other duties as required.

Terms and Conditions

- 12 months contract with option for renewal depending on funding and performance against project milestones.
- 5 weeks annual leave
- 38 hours per week or agreed pro rata hours.
- Salary Sacrifice option
- All other terms and conditions aligned to the National Employment Standards, Fair Work Australia.

Selection Criteria

Tertiary qualifications in media, education, community development, IT or other relevant discipline.

Demonstrated experience in managing projects in remote areas, including skills in relationship and contract management and supervision.

Ability to think strategically and apply problem solving skills.

Strong written and verbal communication skills including skills in report writing and writing for online applications.

Demonstrated skills and knowledge of information and communication technologies including digital media and digital applications.

Current Drivers license and 4WD experience or willingness to learn.

Capacity to travel and undertake short-term stays in remote communities

Experience in working with Aboriginal communities, organisations and individuals.