

## Position Description

Position Title	Digital Projects Manager
Team	Development
Employment Status	Full-time permanent 12-month contract
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services)
Reports to	Senior Manager Digital Transformation
Direct Reports	N/A
Version	January 2025

### PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

### SECTION 1

#### OUR VISION

Lung Foundation Australia enables life-saving lung health and lung cancer research, and champions programs so that Australians with lung disease and lung cancer can live their best life.

#### OUR MISSION

By 2030, Lung Foundation Australia will be recognised as one of the world's most innovative and effective lung health charities and a fearless leader of lung health and lung cancer policy, programs and research.

#### STRATEGIC PILLARS

- Healthy lungs for all
- Australia's lung health research funding incubator
- Impactful and meaningful lung disease programs and support
- Valuing our people
- Purposeful leadership and ethical governance.

## LUNG FOUNDATION AUSTRALIA VALUES

Our values are represented by **BE FAIR**

- **Bold** | be proactive and take risks that achieve our Mission.
- **Entrepreneurial** | be focused on outcomes and strive to find new ways of working, remembering we are profit-for-purpose.
- **Fair** | be equitable and work in the interests of all our stakeholders, particularly patients and their carers.
- **Agile** | be responsive and proactive to create positive change.
- **Innovative** | be inventive and find new ways of doing things that achieve our Mission.
- **Respectful** | be honest and work hard every day in every way – we are funded by the community they should expect nothing less.

## OUR TEAM

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia aspires to be an Employer of Choice. Lung Foundation Australia is entering a period of accelerated growth consolidating three years of strong performance which saw the Foundation named Non-Government Organisation of the Year in 2020 and The Voice Projects Best Place to Work over the last three years.

Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report <https://lungfoundation.com.au/about/annual-reports/>

We operate from three offices: Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace.

As our impact grows with increased government and community funding so does our team and our army of volunteer supporters.

## SECTION 2

### PURPOSE OF THIS ROLE

The Digital Projects Manager will play a pivotal role in Lung Foundation Australia's Digital Evolution, steering product development and project execution to meet business objectives and the needs of Australian families impacted by lung disease and lung cancer.

Reporting to the Senior Manager Digital Transformation and working across website development, data, customer experience and process improvement portfolios, you will:

- Plan, execute, and oversee digital project implementations from initiation to delivery, ensuring alignment with business objectives and timelines.
- Lead product development roadmaps, enhancements and releases by serving as the central point of communication between internal teams, external agencies and end users.
- Identify creative solutions and drive continuous improvement in our processes and products.

As part of our small and high performing Digital Evolution team, you will enjoy taking initiative, working autonomously and critically evaluating a way of doing things to optimise business outcomes.

## **SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)**

### **Qualifications**

Tertiary qualifications in business, marketing or related field.

Agile Project Management certification.

### **Experience**

A minimum of 5 years' experience leading end to end digital projects applying project management tools and principles. Experience working in the Not-for-Profit sector would be advantageous.

### **Knowledge and Skills**

As the ideal candidate, your skills and attributes include:

- Demonstrated experience (3+ years) in a similar digital project management role delivering projects on time and within budget.
- Strong understanding and experience in digital communications, website development, CRM and data projects.
- Experience providing support for project governance, risk and reporting.
- Experience delivering process improvements through simplification, standardisation, automation or digital enhancements across multiple service or project lines.
- A results-driven mindset with the flexibility to adapt to evolving project requirements.
- Strong background in project management methodologies, such as Agile and waterfall with the willingness to adopt LFA's hybrid agile and waterfall approach.
- Competence in project management tools such as Monday Dev or similar platforms.
- Outstanding communication skills with the ability to liaise effectively across technical and non-technical audiences.
- Proven ability to work autonomously and cross-functionally across teams.
- Strong problem-solving and decision-making skills, especially in high-pressure situations.
- Skilled in stakeholder management and building collaborative relationships across the organisation.
- Adaptability and resilience in managing changing priorities and competing deadlines in a fast-paced environment.
- Strong digital literacy with proficiency in the Microsoft Office suite and Salesforce.
- Ability to travel interstate to other office locations as required.

As part of your induction process you will be required to undertake the following:

- National Police Check

## **KEY AREAS OF RESPONSIBILITY**

The major areas of work organised as key areas of responsibility are outlined in this section.

<b>Key Areas of Responsibility</b>	<b>Performance Outcomes</b>
<b>Digital project management</b>	<ul style="list-style-type: none"> <li>• Lead the end-to-end delivery of digital projects, managing the execution of activities to meet schedules and budgets.</li> </ul>

	<ul style="list-style-type: none"> <li>• Actively manage risks and issues, developing mitigation strategies and contingency plans for seamless project delivery.</li> <li>• Collaborate with stakeholders to design solutions that balance ROI, benefits realization, and change management.</li> <li>• Coordinate project related meetings, clearly communicating risks, issues, milestones, and actions.</li> <li>• Support the transition from project to business-as-usual operations, reinforcing governance and support frameworks.</li> <li>• Establish and lead cross-functional working groups and project teams as needed.</li> <li>• Ensure status reporting for the project is completed in a timely manner. This should be inclusive of project progress, budgets, risks, issues and concerns.</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships with internal and external stakeholders including third party providers.</li> <li>• Build relationships and credibility with key stakeholders and colleagues and proactively work to champion the organisation's digital evolution.</li> <li>• Define and communicate the expectations, responsibilities, and estimated time commitments for key stakeholder involvement.</li> <li>• Work with the Senior Manager Digital Transformation to monitor and address the resourcing requirements of projects across the different teams.</li> <li>• Ensure regular and effective internal communication is provided to all team members at LFA.</li> <li>• Understand and assist in the removal of barriers encountered by individuals or teams relating to the successful delivery of the project.</li> </ul>
<b>Team contribution and effectiveness</b>	<ul style="list-style-type: none"> <li>• Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation Australia values – BE FAIR.</li> <li>• Work synergistically within and across teams of Lung Foundation Australia.</li> <li>• Regular cross-organisation communication of program activity.</li> <li>• Participation in Lung Foundation Australia events and meetings as required.</li> <li>• Compliance with Lung Foundation Australia values, policies, procedures and statutory obligations.</li> </ul>

	<ul style="list-style-type: none"> <li>Assist in the delivery of other activities depending on the needs of the team and organisation</li> </ul>
<b>Workplace Health &amp; Safety (WHS)</b>	<ul style="list-style-type: none"> <li>Compliance with legislative and Lung Foundation Australia WHS Policy.</li> <li>Ensure a safe working environment for self and others, including when working from home.</li> </ul>

**SECTION 3**

**REPORTING RELATIONSHIPS**

This position reports to the Senior Manager of Digital Transformation.

**EXTERNAL RELATIONSHIPS**

This position works with a variety of internal and external stakeholders to deliver projects and activities.

**Additional Notes.**

- Flexible work life balance opportunities and processes including working from home and flexible rostering applies, in consultation with your manager.
- LFA has paid parenting leave including superannuation (12 weeks) in addition to government support.
- Generous leave provisions including 4 weeks of annual leave, 2 weeks of personal/carer’s leave and 4 mental health days (one per quarter).
- You may retain all frequent flyer points to be used at your discretion.
- Generous professional development allowance per annum.
- An Employee Assistance Program (EAP) is funded by the employer for business and private access.
- Our working week is Monday to Sunday, our span of hours is 6am to 8pm, and overtime applies for Saturday or Sunday if time off in lieu is not agreed.

**SECTION 4**

**PERFORMANCE APPRAISALS**

Performance review and career development discussions will take place six monthly with the Senior Manager, Digital Transformation.

**SECTION 5**

**ACCEPTANCE OF POSITION DESCRIPTION**

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

\_\_\_\_\_  
(Employee name)

\_\_\_\_\_  
Date