MSF Sugar Pty Ltd is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

Project Manager
(Fixed Term – 24 Months)
Gordonvale QLD 4865

Applications are invited for the positon of Project Manager for a fixed term period of twenty four months. This pivotal role will manage the implementation of a new Enterprise Resource Planning Software System for MSF Sugar and will be based at MSF Sugar's head office located at Mulgrave Mill in Gordonvale approximately 20km south of Cairns.

Reporting to the Chief Information Officer, this position will take ownership and responsibility for end-to-end project delivery in collaboration with project partners, including project planning, coordination, monitoring and execution, as well as leadership to the project cross-functional teams. He or she is also expected to be a delivery manager and trusted adviser to the project management team.

The ideal candidate is someone that will be a hands-on Technology Project Manager. You will have excellent project management, technical and communication abilities. You will have a proven track record of success leading a full cycle ERP software implementations – preferably SAP. Your focus is on working in collaboration with internal stakeholders and business partners to achieve project goals and desired results.

Skills, Abilities and Experience required:
- Degree, preferably in commerce, engineering, information technologies plus project management certifications.
- Minimum 7-10 recent years Technology Project Management experience related to ERP or packaged business applications. Experience in SAP implementation projects highly desirable.
- Ability to develop, engage and manage stakeholder relationships to support effective business change, including the ability to influence key stakeholders.
- A strong understanding of SAP technology and solutions is strongly desired.
- Strong interpersonal, relationship, team building, and influencing skills.
- Excellent organisational, project management and analytical skills.

MSF Sugar offers a supportive and positive team environment. This is an exciting opportunity to be part of a major player in Australian agribusiness.

Applicants may be required to undergo pre-employment medical and drug and alcohol testing.

Further information can be found on our website or by contacting:
Cynthia Crane – Chief Information Officer
Phone: 07 4043 3303
Email: cynthiacrane@msfsugar.com.au

To apply, click 'Apply for this job' via SEEK.

Applications close on **Wednesday, 1st May 2019**.

POSITION DESCRIPTION

POSITION TITLE:	Project Manager (Fixed Term – 24 Months)

POSITION AUTHORISATION:

INCUMBENT:		.... (Signature)	.... (Date)
PREPARED BY:	**Cynthia Crane** Chief Information Officer	.... (Signature)	14 Apr, 2019 (Date)
APPROVED BY:	**Jason Hajinakitas** GM Operational Excellence	.... (Signature)	14 Apr, 2019 (Date)

POSITION DEMOGRAPHICS:

Reports Directly to:	Chief Information Officer
Reports Indirectly to:	Chief Information Officer through to GM Operational Excellence
Subordinates:	N\A
Team membership:	IT Services
Work Site:	MSF Sugar Corporate Office – primarily based at Mulgrave Mill site, Gordonvale but will be required to travel to other sites at times.
Job Status:	Full time
Qualifications / Experience:	• Degree, preferably in commerce, engineering, information technologies plus PM other industry and project management certifications • Minimum 7-10 recent years Technology Project Management experience related to ERP or packaged business applications • Demonstrated knowledge and understanding of SAP Technical environments, technology and solutions. • Strong interpersonal, relationship, team building, and influencing skills • Excellent verbal and written communication skills • Excellent organisational and analytical skills • Must be able to work in a fast-paced environment and adjust to • changing priorities and needs while maintaining a calm, professional demeanor • Adept in the use of project management tool e.g. MS Project, etc.

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POSITION DESCRIPTION

POSITION PURPOSE:

The Project Manager is responsible for the overall management of a project throughout its lifecycle. They will provide leadership to cross-functional teams responsible for delivering defined project outputs to time, budget and project quality criteria.

The Project Manager's responsibilities include, but are not limited to:

- Plans, organises and manages the SAP Project implementation with internal stakeholders and project partners within the constraints of quality, scope, schedule and budget.

- Follows established methodology, policies and practices for project management.

- Generates and maintains project plans.

- Ensures milestones and deliverables for all assigned projects are completed according to plans.

- Coordinates project activities involving cross-functional teams, external resources and partners, ensuring that everyone involved is working together to meet project objectives.

- Collaborates with the project management team to ensure continuous alignment with organisational goals.

- Schedules and leads and/or participates in project-related meetings with stakeholders, internal teams and project partners.

- Tracks and analyses the status of projects and provides regular project status reports.

- Builds and maintains strong relationships with stakeholders by understanding their needs, communicating effectively and ensuring that value is delivered.

- Works with stakeholders to identify and document business requirements, and identify systems gaps that need to be addressed through development of new system features or scope variations.

- Assists the project team to interpret business requirements into technical solutions, participates in issue resolution, and assists with risk mitigation and avoidance.

- Communicates effectively with a wide range of technical and non-technical stakeholders. Explains complex technical issues to non-technical audiences.

- Displays proper use of judgment and issue resolution to ensure issues and conflicts are properly handled.

- Convey and report status to Project Directors, governance teams, business partners and all other key stakeholders.

- Present formal presentations to stakeholder groups to provide recommendations and status updates.

AUTHORITY TO ACT

Compliance:
- Refer individual performance plan for all key performance indicators.

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Strategic
- Aid delivery of organisational goals and objectives in relation to projects accountable for.

Budget
- No delegated financial authority

KEY RELATIONSHIPS (Internal & External)

The key relationships will be with the following:
- Line Management, Supervisor
- Project Management Team
- Business Stakeholders

KEY RESULT AREAS / JOB DESCRIPTION:

Areas	Elements
Project Management	- Lead in collaboration with partner project managers all phases of the functional/technical implementation of the project from the planning to post go-live, ensuring the accomplishment of desired scope, timeline, quality, and budget. - Develop strategies and tactics that support the project objectives, established timeline, resources, and project deliverables for each phase. - Coordinate project activities to ensure effective use of resources and minimal disruption to the orgaisation, while accomplishing project goals. - Manage reporting and resolution of issues, risks and dependencies, proactively identifying potential planning gaps, suggesting mitigations to risks, actions to close issues or complete open items. - Evaluate complex situations accurately and identify viable solutions that create successful outcome for the customer. - Create and maintain program milestones and interdependencies - Comply with project management discipline methodology, tools and procedures - Provide oversight over the end-to-end project engagement where required. Bring together siloes and ensure overall delivery accountability exists. - Proactively identify changes in work scope early and ensure appropriate planning measures are taken with internal and external stakeholders to reassess and amend the scope of work requirements, budget and timeline. - Lead meeting presentations with stakeholders to move forward key tasks and escalate significant process bottlenecks, anticipated delays and critical path analysis. - Manage any financial aspects of the project. - Evaluate organisational readiness in advance of transition events within each stage. Assist in managing the approach, tools and processes that will be used to support transition events. - Communicate and/or escalate project issues early to project management team.

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POSITION DESCRIPTION

Areas	Elements
Stakeholder Engagement & Mgt	• Manage relationship with project stakeholders, including internal and project partners keeping stakeholders informed of progress and issues in order to manage expectations on all project requirements and deliverables. • Manage and communicate a clear vision of the project's objectives, and motivate the project team to achieve them; create a project environment that enables peak performance by team members. • Manage the relationship with the project management team members and ensure they provide the required level of resources, support, and expertise for successful project execution. • Ensure team cohesion throughout the project. • Work with project team to ensure communication/integration among all internal and external project stakeholders, including all affected functional areas.
Documentation & Standards:	• Apply a structured methodology to project management activities. • Develop and maintain documentation to support all project management activities.
Reporting:	• Regular progress reports on activity to be submitted. • Provide updates to project managers and project control groups when required.
Compliance:	• Follow defined service quality standards, organisational policy and procedures relating to the work being undertaken in order to ensure high quality, safe, services and workplaces.
Personal Development:	• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

GENERAL

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position incumbent.

In addition to these responsibilities the incumbent is an employee of MSF Sugar and as such is accountable to the code of employee behaviour defined by the organisation's policies and procedures.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organisation's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document, in defining the role scope and responsibilities of the position, serves primarily to make clear to the incumbent the areas of organisation activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

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