



The ALP National Secretariat is seeking applicants for the position of a Project Manager.

In 2019 the Australian Labor Party adopted a comprehensive set of policies to reflect our commitment to a national code of conduct for all members of the Party. These policies have been updated to reflect the 2020 recommendations of the Respect at Work Report from Kate Jenkins, Sex Discrimination Commissioner.

The ALPs Policies include:

- National Code of Conduct;
- ALP Policy for Sexual Harassment Prevention and Response;
- ALP National Policy on Bullying and Harassment Prevention and Response; and
- ALP National Complaints Handling Policy.

Job Overview

The National Secretariat is seeking the services of an experienced Project Manager to execute the strategy, training and communications plans to deliver the National Code of Conduct and associated policies across the Party.

Responsibilities for Project Manager

- Determine and define project scope based on existing plans.
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner.
- Develop and manage a detailed project schedule and work plan.
- Prepare a budget based on scope of work and resource requirements for approval by the National Secretary.
- Liaise with various stakeholders including State and Territory ALP Branches to assist in the harmonisation process with the National Policies.
Provide regular progress reports to stakeholders.
- Make recommendations on the procurement of external providers and the overall management of providers.

Qualifications for Project Manager

- Extensive project management and related experience.
- Proven ability to solve problems creatively.
- Excellent analytical, written, and verbal communication skills.
- Strong interpersonal skills and extremely resourceful.
- Proven ability to complete projects according to outlined scope, budget, and timeline.
- The ability to work autonomously.
- Experience in the workplace culture field desirable.
- Knowledge of the Australian Labor Party desirable.

About the role

This is a fixed-term appointment based in Canberra or remotely. The position can be either full or part time depending on the candidate.

The ALP is committed to achieving a diverse workforce and strongly encourages applications from Aboriginal and Torres Strait Islander people.

The position will report to the National Secretary via the Operations Manager.

Remuneration will be discussed with suitable applicants.

Applications close on Friday, 26 August 2022. To apply, please submit your CV and a one-page cover letter via email to Paul Erickson, National Secretary. Email national.secretary@cbr.alp.org.au