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## Position Vacant

### PROJECT MANAGER - ICT FULL-TIME, PERMANENT

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Cranbrook School is seeking an experienced Project Manager to join our ICT team, based at the Senior School campus in Bellevue Hill.

#### ABOUT THE POSITION

Reporting to the Chief Digital Information Officer, the Project Manager will lead the deployment of innovative technology solutions across the School. This position will manage a broad range of technology focused projects including system implementations and hardware upgrades and will be responsible for project planning and scheduling, resource, budget, vendor and risk management. stakeholder communication project documentation.

Duties include:

- Developing detailed project plans to meet deadlines and project goals
- Allocating resources to ensure optimal utilization and identifying and addressing potential resource shortages
- Preparing budgets and tracking expenses
- Maintaining regular communication with all project stakeholders, including School leadership and vendors
- Identifying and analysing project risks and developing and implementing mitigation strategies
- Managing vendor relationships to ensure contractual compliance and delivery of services and products
- Ensuring all project documentation is complete, current, and stored appropriately

Cranbrook School staff enjoy a stimulating work environment as part of a team of talented professionals, excellent opportunities for professional development, and attractive remuneration and benefits.

#### ABOUT YOU

You have a track record of delivering successful projects and thrive in a busy and varied work environment. Possessing a professional demeanour and strong organisational skills, you have a demonstrated collegiate and customer service-based approach, a positive, solutions focused attitude and remain calm under pressure.

#### SELECTION CRITERIA

- At least 5 years experience managing projects within the IT or education sectors
- Knowledge of project management principles, methodologies and tools
- Proficient user of MS Project, Prince 2 or PMBOK certification is desirable but not essential
- Strong leadership skills with the ability to manage and motivate project teams
- Outstanding communication and interpersonal skills, with the ability to cultivate good working relationships with key stakeholders
- Excellent time management skills with the ability to work under pressure in a high volume work environment to fixed deadlines
- Demonstrated experience in negotiation, problem solving and liaising with internal and external stakeholders at a senior level
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

**CLOSING DATE: Friday 24 May 2024**

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#### HOW TO APPLY

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to [recruitment@cranbrook.nsw.edu.au](mailto:recruitment@cranbrook.nsw.edu.au). Details of at least three referees will be requested from the successful applicant.

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#### ABOUT CRANBROOK SCHOOL

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

Cranbrook is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

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#### WORKING WITH CHILDREN CHECK, VACCINATION AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance and be fully vaccinated with a COVID-19 vaccine.

Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.