

Role Title: Project Manager HR Support

Team: HR Support

Department: Special Projects

Team Description

This is a special project role. This means it has a finite timeline and will conclude once the project has been completed. The HR Support project exists to assess needs, create documentation/policies and a new role to support volunteer crews over a range of areas. This project has come out of the ANZL meetings June 2019.

Role Summary/Purpose:

As Project Manager for the HR Support project your job is to create timelines, budgets, communication charts, task list, HR manager etc. You will have autonomy to manage the projects as you wish and to utilise Seed resources to create the deliverables.

Working relationships:

- HR Support Admin
- Crew wranglers
- New Crew Support Manager
- Stakeholders

Time Commitment/Dates required:

- 5 hours a week for a three month period

Duties/Responsibilities

- Liaise all leads to check their points are being included
- Assign tasks to Admin
- Create a timeline to produce deliverables
- Manage project

Major team deliverables for :

- Create a PD for a Crew Support Manager
- Create survey to assess needs of existing volunteers
- Collate responses into a list of recommendations
- Create policies based on recommendations
- Evaluate to see if new support tools are effective
- Create role and calendar items for new Crew Support Manager

Key challenges

- Assessing needs of a large population
- Changing culture
- Creating active outcomes

Necessary Qualities, Knowledge and Experience:

- Organisation skills
- Good interpersonal skills

- Proven leadership skills
- Excellent communication skills
- Record keeping skills

Desirable Qualities, Knowledge and Experience:

- Project management experience
- Knowledge of Seed structure

How to Join: Complete a registration form found on the [Burning Seed website](#), or contact Crew Wranglers at jointhecrew@burningseed.com with any questions.

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