



# PROJECT MANAGER

## JOB PACK

- Advertisement
- Position description
- Guide for job applicants

### **Australasian Corrosion Association Inc**

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ABN 66 214 557 257 Branches: Newcastle, New South Wales, New Zealand, Queensland, South Australia, Tasmania, Victoria and Western Australia

**The Australasian Corrosion Association Inc (Australasian Office)**

**Project Manager  
1/458 Middleborough Road  
BLACKBURN VIC 3130**

**Full Time**

**Salary: Subject to negotiation**

**Job Description:**

The Australasian Corrosion Association Inc (ACA) is seeking a highly competent, dynamic and results oriented person to enhance, implement and manage its key Standards development, technical policy and publications activities. The role involves working with the ACA's staff, membership, allied organisations and industry partners to deliver an enhanced range of technically based membership benefits.

**Essential Selection Criteria:**

- Relevant tertiary qualifications, preferably in engineering or materials or a related discipline
- Project development and management skills
- Financial and budgetary management experience
- High level oral and written communication skills
- Understanding of the industries in which the ACA operates
- Excellent interpersonal skills and the ability to liaise and negotiate across all levels of industry
- Demonstrated ability to work with a range of key stakeholders to achieve planned project results
- Well developed presentation skills
- Experience with planning at the strategic level
- Demonstrated computer literacy in MS Office programs
- Ability to travel interstate and overseas as required

**Desirable Criteria:**

- Experience in the implementation of educational programs
- Familiarity with the dynamics of membership based organisations
- An understanding of adult education and training principles
- Familiarity with research techniques
- Experience in policy development
- Experience managing the production of technical publications
- Drivers license and own transport

**Job Notes:** Applicants **must** obtain an information package which contains the full version of the position description and additional information about the ACA. Applicants **must** address the essential and desirable selection criteria. Application **must** include a statement of salary package expectations.

**Inquiries:** Ian Booth, CEO (The Australasian Corrosion Association Inc) on telephone number 03 9890 4833 or email: [i Booth@corrosion.com.au](mailto:i Booth@corrosion.com.au)

**Applications marked 'Confidential' to: The Australasian Corrosion Association Inc, PO Box 112, KERRIMUIR VIC 3129 or email to [i Booth@corrosion.com.au](mailto:i Booth@corrosion.com.au)**

**Closing Date:** 28 February 2010

**THE AUSTRALASIAN CORROSION ASSOCIATION INC  
AUSTRALASIAN OFFICE**

**PROJECT MANAGER**

**POSITION DESCRIPTION**

<b>Job Title:</b>	Project Manager
<b>Classification:</b>	Full time
<b>Date Prepared:</b>	4 December 2009
<b>Location:</b>	The Australasian Corrosion Association Inc Australasian Office 1/458 Middleborough Road, BLACKBURN VIC 3130
<b>Immediate Supervisor:</b>	Chief Executive Officer

**JOB SUMMARY**

The Australasian Corrosion Association Inc conducts a range of activities in support of its members and the achievement of its purpose: promoting the co-operation of academic, industrial, commercial and governmental organisations in relation to the mitigation and dissemination of information on all aspects of corrosion and its prevention by promoting lectures, symposia, publications, training and other activities.

The Project Manager will be responsible for delivering an enhanced range of membership services and organisational responses in the areas of Standards development, technical policy and emerging technology issues.

The Project Manager will work closely with ACA Technical Groups and Branches to improve the delivery of technical seminars and similar events and with other ACA staff to enhance the association's education and publications products.

Whilst the Project Manager will not be required to directly participate in Standards Australia and/or New Zealand committees, he/she will be responsible for co-ordinating the ACA's representatives on a number of Committees to ensure the ACA's positions on a range of Standards related matters are clearly enunciated, that members have the opportunity to influence submissions and the effective communication of Standards issues to members and the wider industry.

The Project Manager will, in conjunction with the ACA's membership, be responsible for the development of policy positions across a broad spectrum of technical and emerging technology matters.

The Project Manager will, in conjunction with the ACA's staff and membership, be responsible for identifying and then working with other ACA staff to develop and conduct a range of educational programs, predominantly half, one and two day workshops, which support the ACA's members and their need for continued professional development.

The Project Manager will be responsible for refining the ACA's policies related to the development of technical publications, enhancing the ACA's existing range of technical publications, improving the processes employed to author and deliver to market new publications and providing support to other staff in the delivery of magazine and journal publications.

### **Operating Environment**

The ACA is a well established and growing Australasian membership based organisation providing member services in support of the ACA's purpose: promoting the co-operation of academic, industrial, commercial and governmental organisations in relation to the mitigation and dissemination of information on all aspects of corrosion and its prevention by promoting lectures, symposia, publications, training and other activities.

ACA is an independent and dynamic not-for-profit organisation dedicated to delivering benefits to its membership in support of its purpose. Its 1200+ members span the entire engineering, asset management and related supply industries.

The ACA Australasian office provides support to Branches in eight locations throughout Australia and New Zealand. Its Australasian office is located at Blackburn (Melbourne eastern suburbs) with easy access to public transport.

### **Key Contacts**

This position requires consultation and liaison internally with the ACA's management, Branches, Technical Groups and membership and externally with a range of key stakeholders, including the academic/research community, industry associations and other industry partners.

### **Reporting Relationships**

The position is directly responsible to the ACA's Chief Executive Officer. As the position will be responsible for the delivery of a number of key areas of ACA services, the Project Manager will also be required to work closely with ACA staff, Branches, directors and conveners of major ACA committees.

The Project Manager will be required to prepare quarterly reports for submission to the ACA's Board and Council and may also be required to attend Board and Council meetings with or in place of the Chief Executive Officer.

### **KEY ACCOUNTABILITIES**

- Participate in and provide secretariat support for ACA Technical, Publications, and Standards committees
- Participate as a member of other ACA committees and Project Teams
- Identify opportunities and then develop and deliver publication products
- Identify opportunities and then work with ACA staff to develop education products
- Develop technical and emerging technology policies
- Manage, report and publicise ACA's Standards activities
- Prepare, monitor and review project budgets
- Represent ACA in a professional manner at meetings, forums and relevant committees
- Support Conference Organising Committees
- Support Chief Executive Officer in development activities
- Other tasks as required

**Essential Selection Criteria**

- Relevant tertiary qualifications, preferably in engineering or materials or a related discipline
- Project development and management skills
- Financial and budgetary management experience
- High level oral and written communication skills
- Understanding of the industries in which the ACA operates
- Excellent interpersonal skills and the ability to liaise and negotiate across all levels of industry
- Demonstrated ability to work with a range of key stakeholders to achieve planned project results
- Well developed presentation skills
- Experience with planning at the strategic level
- Demonstrated computer literacy in MS Office programs
- Ability to travel interstate and overseas as required

**Desirable Criteria**

- Experience in the implementation of educational programs
- Familiarity with the dynamics of membership based organisations
- An understanding of adult education and training principles
- Familiarity with research techniques
- Experience in policy development
- Experience managing the production of technical publications
- Drivers license and own transport

# The Australasian Corrosion Association Inc

## GUIDE FOR JOB APPLICANTS

We offer jobs to people on the basis of merit. The applicant considered the most capable of doing the job is selected. To decide this we look at your qualifications, experience, skills, standard of work and personal qualities relevant to the advertised position. Choosing the best person for the job is part of our policy of equal employment opportunity.

The advertisement gives the name of the contact person who can send you an information package about the job. The advertisement also gives the **selection criteria**. The selection panel cannot overlook any of the selection criteria. If you do not show how you meet the criteria, your application is unlikely to be considered any further.

### Writing Your Application

- Include a cover letter with your application
- Write a statement about how you meet the Essential and Desirable Selection Criteria for the position. The following information provides a guide on how to address the selection criteria
- Include an up to date Resume. You should tell us what type of work you have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did, your skills and what your responsibilities were.
- If qualifications are a requirement of the position, please submit photocopies of your qualification.
- Include a statement of salary package expectations.
- Provide the names and phone numbers of **Two Referees** (at least one referee should be a recent supervisor).

### Sending Your Application

You should send your application so that it reaches the address in the advertisement by the closing date.

If you are not sure about the date or address or you require further information, please phone the contact person. The contact person can also provide you with additional information about the job.

### Addressing the Essential and Desirable Selection Criteria

To help us assess your claim for the advertised position, please take some time to explain how your experience, skills, knowledge and personal qualities address the criteria of the position. Use examples, if appropriate and include any formal qualifications and industry experience.

The best way to set out your claim for the position is to list every **selection criterion** as a heading. Under each heading clearly explain how you meet it. You may write a

# The Australasian Corrosion Association Inc

## GUIDE FOR JOB APPLICANTS

few paragraphs on each criterion or write in point form. Please do not assume that we will know you can do something unless you tell us.

You need to describe what you can do and how you can do it. This could be in a past job or in your current job. The important thing is for you to try and gain an interview. The best way for this to occur is for you to demonstrate your skills and experience to us in your job application.

### **Attending an Interview**

If you are selected for an interview, you will be contacted by telephone and told when and where the interview will be. Generally, you will be told at least five working days before the interview. You may be asked to bring a portfolio or samples of your work to the interview. If you need wheelchair access to the interview building, or an interpreter because you are hearing impaired, or have any other requirements, tell the person who contacts you so that we can make appropriate arrangements. As part of the interview process you may be asked to do a test or task to demonstrate your skills required for the job.

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