



Chief Executive Women

Women leaders enabling women leaders

Position Description

Project Manager - Research

Contract role – Part-time (3 days/ week).

ROLE: Reports to Director, Policy Advocacy and Research

PURPOSE OF THE ROLE:

This role helps shape, facilitate and implement CEW's thought leadership research on diverse women in leadership in ASX300 and similar size organisations.

It oversees the strategic project 'Stories behind the Census' which seeks insights into the success of women from culturally and linguistically diverse backgrounds in management. The research seeks to inform organisations about the enablers of success, as well as inform and educate stakeholders on the impact of intersectionality and actions to overcome barriers.

The role delivers the project, working with the contracted research partner to collect, analyse and report the research, and with CEW stakeholders including members and partners to disseminate learning and promote findings.

This role requires high levels of collaboration with team members to implement impactful, integrated activity that creates action toward CEW's strategic outcomes. It requires demonstrated ability in research, thought leadership, and communications, and well-developed project management skills.

KEY SKILLS/RESPONSIBILITIES:

Project: Working with the Director, CEW team and the Policy and Engagement Committee:

- Create and implement a project plan to deliver the research by end of June 2022
- Liaise with partners in research, facilitating CEW member connections, introductions to organisations and collection of the research.
- Coordinate with the Policy and Engagement Committee and representatives, establish a reference group and facilitate meetings to inform the research.
- Together with CEW Communication and Marketing team, and Member Engagement Manager, plan the research launch to deliver high impact activities that inform members and key CEW stakeholders about the research.
- help manage CEW member input, in particular Policy Engagement Committee and Board input and sensitively integrate it into the research and approach
- Build relationships with key partners to help support the outcomes of the project in a timely and efficient manner
- Create productive working relationships with CEW team and CEO, including sharing knowledge about the project and seeking input on launch and education approach.

INDIVIDUAL ACCOUNTABILITIES:

- Project plan to execute and deliver the project by June 2023
- Budget management
- Launch activities to disseminate and embed findings.

PERSON CHARACTERISTICS

- Natural collaborator and relationship builder
- Experienced thought leadership practitioner with exemplary project management skills.
- Strong project management skills and ability to contribute strategically and implement tactically with a solutions orientation
- Hands on, energetic team player, equally comfortable taking personal responsibility for work and/or working independently. Able to work with a small team.
- Exceptional plain English communicator with the capacity to create compelling content

KEY METRICS

- Launch of marketing leading research in June/July 2023, on budget and on time
- Positive feedback from Director, CEO, CEW team, partners and CEW members