



METROPOLITAN
CEMETERIES BOARD



JOB DESCRIPTION FORM

Metropolitan Cemeteries Board
Position Number CSD010
Project Manager – HR System Implementation

POSITION DETAILS

Classification/Level	Level 5
Award/Agreement	Government Officers' Salaries, Allowances and Conditions Award 1989 / Public Service and Government Officers General Agreement 2014
Org Unit	Information Systems & Governance
Physical Location	Karrakatta

REPORTING RELATIONSHIPS

Number of positions Supervised:

SUPERVISOR

Position Number	CSD002
Position Title	Chief Information Officer
Classification/Level	6

KEY WORK DESCRIPTION

The Project Manager is responsible for the implementation of the new modules of payroll and HR information system (HRIS) which is delivered on time, within budget and to required standards.

ORGANISATIONAL CONTEXT

This section provides a synopsis of the Organisation and its goals

The Metropolitan Cemeteries Board (MCB) was created on 1 October 1988 to manage cemeteries in the Perth metropolitan area. The MCB is a fully self-supporting statutory authority within the Western Australian Public Sector. The MCB reports to the Minister for Local Government; Community Services; Seniors and Volunteering; Youth. Revenue is raised from the fees and charges for the services and products provided at the MCB's cemeteries. Revenue raised is allocated for the provision of current and future operations and the development of facilities.

The Board of the MCB consists of a Chairman, Deputy Chairman and five members, all appointed by the Governor in Council and responsible to the Minister for Local Government; Community Services; Seniors and Volunteering; Youth.

Through the Chief Executive Officer, the MCB manages six cemeteries and memorial garden sites around Perth: Karrakatta, Pinnaroo Valley Memorial Park, Fremantle, Midland, Guildford and Rockingham Regional Memorial Park. The MCB also participates in the management of East Rockingham Pioneer Cemetery.

WORK DESCRIPTION

This section outlines the results and outcomes required of an individual in this position

ORGANISATIONAL DUTIES

- Participates as required in the development and implementation of the MCB's Operational Plans and other corporate initiatives.
- Participates as required in the development and implementation of appropriate work team plans.
- Establishes and maintains effective working relationships with peers and colleagues to achieve team and Division operational objectives.
- Participates in the MCB's performance management system.
- Undertakes all duties consistent with EEO, safety and health legislative requirements.
- Performs all aspects of the role honestly and in accordance with the MCB's Code of Conduct and its values of Compassion, Respect, Understanding and Integrity.
- Participates on relevant internal and/or external committees and and/or working parties.
- Other duties as directed, according to organisational needs.

CUSTOMER AND STAKEHOLDER MANAGEMENT AND LIAISON

- Maintains good customer relations in line with the MCB's Customer Service Charter.
- Engages effectively in a timely fashion with internal and external stakeholders including end users to ensure understanding of key issues, objectives and outcomes.

POSITION DUTIES

- Project manages the HRIS project to successfully deliver project outcomes in conjunction with the project sponsor, the Manager HR&OD.
- Develops comprehensive project transition plans. Identifies, tracks and records project timelines with the working group to ensure risks and issues are flagged and managed.
- Prepares reports as required outlining project status and the critical issues to be resolved.
- Develops and implements the change management plan.
- Develops documentation and procedures for HRIS.
- Ensures ongoing user acceptance testing and education and training of all users of the system and related work modules prior to go live, and provides follow-up assistance, support, training and evaluation post going live for an agreed period.

WORK RELATED REQUIREMENTS

ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS

In the context of this position, able to demonstrate:

- Certification in Prince2 or similar project management qualification.
- Experience in project management with the implementation of a human resources information system.
- Excellent analytical and problem solving skills.
- Excellent communication skills both verbal and written, and interpersonal, to be able to establish and maintain effective relationships with diverse stakeholders and team members.
- Experience in change management and ability to manage the daily activities inclusive of scope, risks, timeframes, issues, and budget of the project.
- Commitment to ethical decision making.

DESIRABLE

- Public Sector experience in human resources and / or payroll systems.
- Experience implementing the Fusion 5 Empower HRIS

SPECIAL EQUIPMENT/REQUIREMENTS

C Class Drivers licence

ESSENTIAL PRE_EMPLOYMENT REQUIREMENTS

'Australian Permanent Residency' status is a minimum requirement for permanent appointments to the WA Public Sector.

A 100 point identification check will be conducted by the MCB prior to recommendation for appointment.

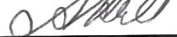
The recommended applicant will need to provide a National Police Clearance prior to appointment that is less than six months old.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Signature: 
Manager/Supervisor

Date: 20/4/16

^{A/} Signature: 
Manager Human Resources and Organisational Development

Date: 21/4/16