



POSITION DETAILS

Position Title

Digital Project Manager

Position Number

13628

Classification Level

Level 5

Award/Agreement

Public Service and Government Officers
General Agreement

Division/Directorate

Corporate Services

Branch/Section

Digital and Technology
Services/Transformation and Innovation

Physical Location

140 William Street, Perth

Effective Date

11/11/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

12602 – Chief Technology Officer, Level 7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

The Digital Project Manager is responsible for project managing digital and technology services projects.



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

VISION

Creating a vibrant, inclusive and connected WA community.

VALUES

**Customer Focused
Responsive
Respectful
Accountable
Innovative**

DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places

DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused engagement and partnerships

DUTIES OF THE POSITION

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

1. Maintains oversight and reports on digital projects, with respect to the financials, schedule and outcomes.
2. Maintains all records, resource documents and project data in a manner that maintains integrity, security and enables easy retrieval.
3. Facilitates and delivers a variety of digital projects including (but not limited to) hardware and software rollouts, system implementations, system upgrades, relocation and decommissioning projects.
4. Provides advice on projects and programs.
5. Liaises with contractors, suppliers and stakeholders to facilitate the delivery of projects.
6. Contributes to the development and maintenance of project frameworks, plans, processes and practices.
7. Ensures projects are compliant with relevant frameworks, plans, processes and practices.
8. Proactively investigate and reports on risks and issues relating to the delivery of digital programs and inter-dependant projects.
9. Maintains an awareness of digital trends and their potential application within the department..
10. Assists with the development of business case for projects.
11. Prepares contract documents and participates in procurement activities.
12. Ensures an efficient and effective customer focused service is provided.
13. Promotes a culture which models customer focus, innovation, collaboration, coordination and partnership with a range of diverse stakeholders and within the internal digital team.
14. Participates in the planning, coordination and implementation of projects.
15. Facilitates education and awareness where appropriate.
16. Performs other duties as required.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

1. Role Specific Requirements
 - Demonstrated experience in the management and delivery of digital projects in a large complex organisation
 - Demonstrated knowledge of project management principles and practices
2. Shapes and Manages Strategy
 - Supports shared purpose and direction
 - Thinks strategically
 - Harnesses information and opportunities
 - Shows judgement, intelligence and common sense
3. Achieves Results
 - Identifies and uses resources wisely
 - Applies and builds professional expertise
 - Responds positively to change
 - Takes responsibility for managing projects to achieve results
 - Be innovative, identify and implement improved work practices
 - Demonstrated ability to manage conflicting priorities, responding to unscheduled priorities while delivering on existing projects and workload
4. Builds Productive Relationship
 - Nurtures internal and external relationships
 - Listens to, understands and recognises the needs of others
 - Values individual differences and diversity
 - Shares learning and supports others
5. Exemplifies personal integrity and self-awareness
 - Demonstrates public service professionalism and probity
 - Engages with risk and shows personal courage
 - Commits to action
 - Promotes and adopts a positive and balanced approach to work
 - Demonstrates self-awareness and a commitment to personal development
 - Shares learning and supports others
 - Ability to understand and operate within the mission, vision and values of the Department

6. Communicates and Influences Effectively
 - Communicates clearly
 - Listens, understands and adapts to audience
 - Negotiates confidently

Desirable

1. Knowledge of ITIL Service Management.
2. Experience with both Agile and Waterfall project management approaches.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Required to have a flexible approach to hours of work to support the needs of the position.
- A current (within 6 months) National Police Certificate will be required prior to commencement of employment.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's Accountable and Ethical Decision Making training within six months of appointment eg. duties required to undertake the role



CERTIFICATION

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

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: SD	Date: 11.11.2019