



<b>Title</b>	Transformation Project Manager	<b>Classification</b>	Level 7
<b>Number</b>	Generic	<b>Group</b>	Corporate Support
<b>Reports to</b>	Transformation Manager	<b>Division</b>	Transformation Management Office
<b>Supervises</b>	0	<b>Section</b>	Enterprise Program Delivery

## Commission Overview

The Insurance Commission of Western Australia (Insurance Commission) is a Government Trading Enterprise that provides motor injury insurance to Western Australian motorists and manages the self-insurance arrangements of the Western Australian Government through its Government Insurance division. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

## Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

## Business Unit Overview

The Transformation business unit provides strategic leadership in organisational transformation and associated change management initiatives, and data strategy.

## Position Overview

Responsible for the direction, coordination, implementation, control and completion of key transformation projects, working alongside the Transformation Manager and business leads to ensure transformation projects are aligned with Transformation objectives and organisational strategy.

## Position Responsibilities

- Lead and manage end-to-end transformation projects, including planning, execution, and monitoring of progress.
- Coordinate and maintain integrated plans across scope, schedule, budget, quality, resources, communications, change, risk, dependencies, governance and stakeholder management to ensure seamless project operations.
- Support alignment of resources with project priorities through proactive planning and direction, while ensuring timely delivery of requirements.
- Proactively identify potential risks and develop contingency plans.
- Define, track, and report on project benefits and performance metrics, ensuring alignment with organisational objectives.
- Communicate regularly with stakeholders to provide updates and gather feedback.



- Monitor vendor deliverables, service levels, and contractual obligations to ensure high-quality delivery, if required.
  - Work collaboratively with change managers to incorporate change impact assessments, readiness planning, and adoption strategies into project plans.
  - Ensure project artefacts meet required TMO governance standards.
  - Promote consistency and compliance in transformation program and project delivery.
  - Recognise and act upon opportunities and initiatives to enhance transformation program and project delivery, through the development of effective working relationships with business, IT, architecture, finance, security and external partners.
  - Ensures that the TMO framework, methodology, processes and operations are effectively applied and providing sound governance, portfolio management and project delivery.
  - Contribute to continuous improvement and innovation and provide and quality customer service.
  - Contribute to a positive work environment that reflects the values of the Insurance Commission
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### **Corporate Responsibilities**

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
  - Ensures all correspondence is to a professional standard consistent with the style guide.
  - Performs other duties as directed.
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### **Work Related Requirements (Selection Criteria)**

In addition to a relevant qualification or equivalent experience, have the capability to:

1. Apply Agile practices and manage the full project lifecycle, ideally within transformation programs or similar complex environments.
  2. Implement project assurance, governance controls, quality management processes, and compliance requirements effectively.
  3. Provide strong leadership and interpersonal engagement across cross-functional teams; communicate confidently (verbal, written, presentation), influence to support transformation, and negotiate, resolve conflict, and facilitate agreement among diverse stakeholder groups.
  4. Undertake analytical rigor and problem-solving to inform decisions and drive project outcomes.
  5. Be results-focused with a commitment to quality, meeting timelines, and adapting to change in fast-paced settings.
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### **Pre-employment requirements**

- A satisfactory National Police Clearance no more than six months old
  - 100 point identity check
  - Satisfactory evidence of Australian residency status or the right to work in Australia
  - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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### **Award/Agreement**

Government Officers (Insurance Commission of Western Australia) Award 1987

Government Officers (Insurance Commission of Western Australia) General Agreement 2024

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### **Certification**

Approved by the delegated authority and registered on:

10 March 2026