



Job Description ICT Project Manager Level 6

Position Number:	00030153	FTE:	1.0
Directorate:	Corporate	Branch:	ICT Portfolio Office
Location:	Osborne Park	Position Status:	Permanent
Agreement/Award:	<i>Public Service Award 1992 Public Sector CSA Agreement 2024 or as replaced</i>		

Reporting Relationships

Reports to:

Manager Project Office, Level 7

Other officers reporting to the above office:

ICT Project Manager, Level 6

ICT Project Coordinator, Level 5

This Office – officers under direct responsibility:

No direct reports

Key Role Statement

This position is a centrally based resource to support ICT project delivery in all parts of the business. It provides support and expertise in project initiation and management to users of ICT. The role also provides support to business units by managing ICT projects to deliver agreed outcomes. The position further supports those areas by assisting them to identify additional project skills and resources that may be needed to mitigate risks associated with the introduction of changes into the business.

Key Responsibilities

- Provide specialist project management skills to a range of ICT Projects to support the delivery of the identified benefits.
 - Support the delivery of ICT projects within agreed time, cost, regulatory and quality requirements. Ensure change and risk management issues are fully addressed with the stakeholders.
 - Promote a strong customer-focused service culture aimed at supporting the efficient utilisation of the resources available to the business. Support a continuous improvement approach to maximise the potential gains from progressive change.
 - Ensure effective communication channels are established and maintained between the executive, operational and technical streams in both the business and within ICT to manage expectations, risk and outcomes.
 - Apply knowledge of broad developments and trends within ICT technologies, change management, risk management and project management methodologies to support business engagement and to support the application of appropriate technologies and methodologies to problem resolution.
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Expected Leadership Behaviours

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Personal Leadership** context. The following outlines the key leadership behaviours in action pertinent to this position.

- **Lead collectively** - You understand how your work fits in the public sector and recognise your role in delivering value for the future of Western Australians. You understand your agency's objectives and can express how your work relates and contributes to achieving operational excellence for your agency. You proactively build strong working relationships with members of your team and use these relationships to achieve your objectives and deliverables to a high standard.

- **Think through complexity** - You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You know where to find relevant information and use a common sense approach to research and analyse, and then make evidence based recommendations. You are solutions focused and seek guidance to explore the likelihood of your intended outcome.
- **Build capability** - You actively contribute to the development of your team's capability, ensuring you support your team members. You are approachable and receptive to all members of your team. You recognise your role in and contribution to creating a healthy culture in your team environment.

Selection Criteria

Essential

- Demonstrated experience and proven skills managing ICT projects to a successful conclusion.
- Knowledge of standards, frameworks and methodologies to implement agreed project deliverables.
- Strong conceptual, analytical and problem solving skills.
- Demonstrated ability to effectively engage with stakeholders through all phases of the project lifecycle.
- High level communication and interpersonal skills with personnel at all levels.

Other Requirements

- May be required to work from any Department worksite.

Values

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
 - We have integrity and courage.
 - We respect, trust and care for each other.
 - We know diversity makes us stronger.
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CERTIFICATION

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

Branch Director:

Name: Rob Mitchell

Position: A/Director Information Services (CIO)

Delegated Authority:

Name: Ross Davenport

Position: A/Director Human Resources

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