Project Manager Infrastructure
POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:
Business Information Systems

District / Branch:
Solution Delivery

Work Unit:
Infrastructure Program

Position Description Number:
Generic 406

Rank / Level / Band:
Level 6

Position Category:
Choose an item.

Employment Conditions

Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Perth

Position Objective

Manages project team(s) to investigate, develop and implement complex projects, or components of a larger higher profile project, to meet client needs and contribute to the achievement of Branch/Portfolio/Agency objectives and strategic business plans.

Role of Work Unit

Infrastructure Program is responsible for the delivery of all IT Infrastructure projects. This Unit manages a portfolio of projects according to the standards and expectations of BIS Projects, develops and maintains Program plans and manages assigned resources towards the successful delivery of Infrastructure Program outcomes.

Reporting Relationships

This position reports to:
- Manager Infrastructure Program, Level 7

Direct reports to this position include:
- Nil

Total number of positions under control: Nil

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Key Accountabilities

1   Project Management

1.1   Leads and manages project teams undertaking complex Information Technology infrastructure project(s) and/or components of larger high profile project(s) utilising either waterfall or Agile Project Management Methodologies to investigate major issues and/or develop and implement significant initiatives at a Branch/Portfolio or Agency level.

1.2   Develops and manages detailed project statements, strategies and plans which identify and cost resource requirements (human, physical and financial) and facilitates the successful implementation of the project(s) within time, budget and scope constraints.

1.3   Leads and manages the planning and execution of business change activities and deliverables, inclusive of stakeholder management, communications and training.

1.4   Coordinates and manages the investigation and analysis of complex issues, policies, practices, and/or procedures to identify relevant factors and provides recommendations for further consideration or action within the project(s) lifecycle.

1.5   Manages the daily activities inclusive of scope, risks, issues, focus and budget of the Project(s).

1.6   Monitors progress of the project team(s) and ensures that change options and proposals are investigated, assessed and negotiated with the relevant Project Board\Program Board\Program Manager as required.

1.7   Manages\facilitates any required negotiation with vendors, contractors, contracts, consultants, external agencies and WA Police Force personnel that are pertinent to the successful delivery of projects inclusive of transition to WA Police Force Production environment.

1.8   Leads and coordinates the development of strategies and methods to evaluate the effectiveness\benefits of implemented initiatives.

2   Other

2.1   Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.

2.2   Undertakes other duties as directed.

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Specialist Prerequisite(s)

It is a requirement that the position holder is successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 1** security clearance for the duration of their appointment in the position.

Work Related Requirements

Essential	**Context in which work related requirements will be applied and or general standard expected.**
Qualification	Certification in Prince2 and Agile methodologies, or relevant equivalent\experience.
Project Management	Managing and integrating simultaneous Information Technology Infrastructure projects utilising Agile and Waterfall methodologies.
Leadership and Management	Leading and managing projects and project teams within a complex environment. Adopting and implementing change management techniques and managing expectations.
Organisation	Scheduling, organising and planning work to be undertaken. Completion of projects within deadlines. Ensuring optimal use of resources (human, physical and financial).
Analytical and conceptual	Identifying, analysing and conceptualising issues. Lateral thinking. Critical thinking and problem solving of complex issues within the project environment.
Communication	Delivering presentations, facilitating outcomes to ensure project success. Participating in meetings. Preparing reports, memos, general correspondence and briefing notes. Liaising with internal and external stakeholders at all levels. Developing and maintaining effective working relationships with internal and external stakeholders. Negotiating and dealing with conflict management.
Research and evaluation	Undertaking research and evaluating issues. Developing feasible solutions.
Computer	Ability in project management software. Microsoft Project and SharePoint, project scheduling tools, spreadsheets.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Certification

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

Position	**Name**	**Date**
Workforce Design and Consultancy	Pamela Soares	18/04/2018
District / Branch Head	Mohana Marimuthu – A/Head of Solutions Delivery	18/04/2018