



Head of Solutions Delivery

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Business Information Systems (BIS)

Position Description Number:

S00214872

District / Branch:

Office of the Chief Information Officer (CIO)

Rank / Level / Band:

Level 8

Work Unit:

Solutions Delivery

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

Develops and leads the BIS Solutions Delivery Division as a non-operational, single point of accountability for programs and projects within BIS. Plans, monitors, and executes assigned project and program activities and provides leadership in the execution and delivery of projects and programs. Provides leadership, direction and advice in the delivery of projects and programs to ensure a consistent approach to organisational change management, scheduling and financial control.

Role of Work Unit

The BIS Solutions Delivery Division (Division) is responsible for the planning, coordination, delivery and status reporting of projects undertaken by BIS. This Division adheres to agreed project management processes and methodologies to ensure that projects are consistently delivered on time, within budget, to an agreed scope and with adherence to high quality standards.

Reporting Relationships

This position reports to:

- Chief Information Officer, Class 1

Direct reports to this position include:

- Solutions Manager, Level 7
- Manager Applications Program, Level 7
- Manager Infrastructure Program, Level 7
- Manager Innovation, Level 7
- Integrated Planner, Level 6

Total number of positions under control: 26

Position Title: Head of Solutions Delivery	Rank, Level or Band: Level 8	Position Number: S00214872
--	------------------------------	----------------------------

Key Accountabilities

1 Management (50%)

- 1.1 Leads and oversees the delivery of the BIS programs and projects.
- 1.2 Contributes, as a member of the senior management team, to the strategic management of BIS by informing strategy and business planning, project delivery, and delivery of IT services.
- 1.3 Develops, maintains and delivers on the Division Work Plan detailing the budget, forward work plan, key performance indicators, service levels, and operational improvements to the Division's core capabilities and services.
- 1.5 Develops the team and capabilities of the Division to ensure that the resources are effective in delivering the agreed outcomes on time and within budget.
- 1.6 Directs the implementation of relevant divisional policies, procedures, standards, systems and risk management strategies.
- 1.7 Leads, stimulates and embeds continuous business improvement.

2 Project and Program Management (45%)

- 2.1 Directs the overall delivery of allocated programs and projects on behalf of the Chief Information Officer.
- 2.2 Manages the use of and adherence to standard program and project methodologies.
- 2.3 Provides oversight on resource management to ensure that assigned projects are be delivered with an optimised resource allocation.
- 2.4 Ensures a coordinated and rigorous process for the development and review of the various programs of work.
- 2.5 Reviews program and project plans as part of the executive team with responsibility for capability/capacity to deliver within cost, timeframes and works with the relevant service providers to ensure the supply of project and program resources meet demand.
- 2.6 Conducts quality assurance and ensures overall integrity of the program deliverables.
- 2.7 Reviews and reports progress, risk, benefits realisation and financial management to BIS.
- 2.8 Manages dependencies and interfaces between projects.
- 2.9 Maintains continuous communication to relevant stakeholders at regular intervals and manages relationships and resolves all issues pertaining to projects and programs.
- 2.10 Provides expert oversight of the program and project financial progress and burn rate.

3 Other (5%)

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 Undertakes other duties as directed.

Position Title: Head of Solutions Delivery	Rank, Level or Band: Level 8	Position Number: S00214872
--	------------------------------	----------------------------

Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Leadership and management skills

Implementing change. Providing direction to staff at all levels, including external contractors. Leading and motivating others to obtain buy-in and achieve desired outcomes. Building and leading teams.

Project and program management skills

Leading multiple geographically dispersed programs across the Agency in an Agile environment. Understanding the value of s-curve reporting and determining and articulating critical path activities. Monitoring project and program progress against project resource expenditure and reporting to appropriate governing bodies and BIS Portfolio management. Delivering clear, concise business communications relating to project delivery. Delivering value for money outcomes

Contract and vendor management skills

Developing project requirements for detailed requests for tender, establishing evaluation criteria and negotiating desired outcomes with selected vendors. Directing and managing vendor delivery across the project lifecycle.

Communication skills

Representing complex concepts and reporting/presenting to senior management and other stakeholders. Negotiating with stakeholders internally and externally. Representing the Agency on Project Boards.

Resource management skills

Optimising use of available resources and achieving desired agency and government outcomes. Managing the finances of multiple programs in parallel. Managing large complex budgets. Undertaking forward modelling, preparation of financial strategy, budget submissions and cash flow projections to meet desired business outcomes.

Analytical and conceptual skills

Identifying and developing creative and innovative solutions to complex problems. Evaluating risk and partnering with areas across the Agency to mitigate risk delivering sound business outcomes.

Desirable

Certification in Agile methodologies.

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 Title	Name	Date
Workforce Consultant (Design)	Martine Dimond	16/07/2019
Chief Information Officer BIS	Andrew Cann	27/07/2019