



Job Description

Position Title:	<i>Project Manager</i>	Classification:	<i>Level 6</i>
Position Number:	<i>MIS19063</i>	Location:	<i>Mineral House - East Perth</i>
Division/Group:	<i>Strategic Business Innovation</i>	Supervises:	<i>0</i>
Branch/Section:	<i>Business Engagement</i>	Reports to:	<i>Manager Project Management Office</i>

Operational Context

The Strategic Business Innovation Group supports the Department to achieve its strategic and operational objectives by focusing on whole-of-department strategic capability and fostering innovative thinking across the department to support DMIRS in building a high performance organisation. The Group is responsible for creating vision, strategies, purposeful policies, and a detailed plan to move the department into the digital world. Ensuring that investments in these digital strategies meet feasibility and viability evaluation to ensure customer centric design and value for money.

Role Overview

This position is part of the Aboriginal Employment Program (AEP). This role contributes to building DMIRS into a high performance innovative organisation by managing the Department's large and complex information management projects, including resultant changes to its business processes. The role contributes to and coordinates the development and implementation of project related policies and standards as well as the wider strategic and operational planning of the Business Engagement Branch.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Contributes to the development of the department's strategic direction for business systems and processes.
- Ensures a consistent approach to the application of the department's Project Management Framework across all projects.
- Manages the development of high quality project implementation plans, reports and transition plans to ensure the effective delivery of project outputs to the business.
- Develops and maintains strong relationships with stakeholders to facilitate the planning and delivery of quality projects.
- Manages project contracts and contractors to ensure that projects are completed to approved scope, budget, time and quality.
- Proactively investigates and reports on issues and potential risks to project success.
- Coordinates and presents accurate project and financial reports to working parties, steering committees and the Project Management Office.
- Monitors and coordinates the day to day activities, finances and focus of project teams and provides supervision to all staff engaged by the project.
- Contribute to the DMIRS meeting its statutory obligations in relation to relevant WA public sector legislation, ethics, standards and policies.
- Represent the branch on forums, committees and working groups, as required.
- Contribute to the identification and implement of continuous improvement initiatives to enhance the efficiency and effectiveness of the branch.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.

- Performs other roles/tasks as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

This position is part of the Aboriginal Employment Program (AEP) and is aligned to our Aboriginal Employment Strategy and Diversity and Inclusion Plan. This program is a diversity initiative to increase the workforce representation of Aboriginal and Torres Strait Islander people at DMIRS.

- Confirmation of Aboriginality.
- Demonstrated knowledge and experience in leading and managing projects, including the ability to oversee multidisciplinary teams to deliver outputs and outcomes within defined timeframes and budget.
- Possession of an appropriate Project Management qualification (Foundation level MSP, PRINCE2 or PMP, RegPM).

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others' contributions.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Demonstrates good judgement, research and analytical skills.
- Prepares reports on analytical research and/or investigations.
- Presents messages confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience.
- Communicates reasons for decisions and clarifies expectations of key deliverables.

What are the Job reporting relationships?

This position reports to: Manager Project Management Office
Supervisor Position No: 00016308 Classification: L7

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- 'C' Class Drivers Licence
- This position has been identified with a potential for Conflict of Interest
- National Police Clearance

Approved Date

18-OCT-2019