



Job Description Form

020262 Principal Project Manager

Human Resources, Systems Reports and Payroll

Position details

Classification Level: 7

Award/Agreement: PSA 1992 / Public Service CSA Agreement
(and subsequent agreement/s)

Position Status: Temporary

Organisation Unit: Corporate Services, Human Resources

Physical Location: Perth CBD

Reporting relationships

Responsible to: 020250 Assistant Director Systems, Reports and Payroll - Level 8

This position: 020262 Principal Project Manager - Level 7

Direct reports: 020263 Senior Project Officer - Level 6
020264 Business Analyst - Level 6
020752 Project Officer - Level 4

Overview of the position

The Corporate Service Division is accountable for the provision of support services such as technology and systems across the Department of Justice.

The Principal Project Manager plans, organises, directs, controls and coordinates ICT SaaS integration, implementation and improvement projects. The Principal Project Manager is accountable for day-to-day operations such as change and stakeholder management, resourcing, scheduling, prioritisation and task coordination, and meeting project milestones, objectives and deliverables within agreed timeframes and budgets within an acceptable level of risk.

The Principal Project Manager will maintain a granular focus on all project variables, maintain comprehensive project documentation, prepare effective concise reporting and escalate issues affecting the critical path in a timely manner.

The Principal Project Manager will work closely with SaaS solution vendors, BAU system administrators, representatives of adjacent functions and end users to develop requirements, solutions, communications, test, deployment and change management

plans to ensure appropriate controls and governance is maintained whilst driving the project through to hand over and project close out.

Job description

As part of the HR Systems and Technology team, the successful applicant will:

- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate
- Facilitate cultural and management reforms within the Department through leadership and engagement
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

The Principal Project Manager role covers all aspects of project management including:

- Integration Management
- Scope Management
- Schedule Management
- Cost Management
- Quality Management
- Resource Management
- Communications Management
- Risk Management
- Procurement Management
- Stakeholder Management
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; provide direction to others regarding the purpose and importance of their work, set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a

range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

Achieve Results

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

Communicates and Influences Effectively

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

Role Specific Criteria

Essential

- Excellent project management skills and experience, involving ability to: manage ICT SaaS integration, implementation and improvement projects of a sensitive, difficult and/or complex nature; prepare project plans; and manage resources, including contracts and procurement documents and processes, to achieve outcomes.
- Well developed analytical skills to conduct high level and critical research and business analysis on a range of identified issues, developing practical and innovative solutions.
- Excellent written, oral and interpersonal communication skills including the ability to work with a wide range of people at different levels of an organisation.
- Extensive knowledge and experience in the implementation of change/reform.
- Demonstrated subject matter knowledge and experience implementing comparable corporate systems in an enterprise environment.

Desirable

- Experience and knowledge of human resources and scheduling/rostering systems.
- Relevant tertiary qualification or industry recognised qualification in a relevant field or equivalent knowledge, skills and years of experience.

Special requirements/equipment

Nil

Certification

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

Sandy Kerr
Executive Director Corporate Services

Signature: _____ Date: 19 Mar 2021

HR certification date: 30 Mar 2021