



Job description form

JOB TITLE: ICT Project Manager	POSITION NUMBER: JTS23086	CLASSIFICATION: Level 7
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AWARD Public Sector CSA Agreement	POSITION TYPE Temporary Full Time
GROUP Corporate Services	BRANCH Information Technology
POSITION REPORTS TO Director ICT, JTS23054, Level 8	POSITIONS REPORTING TO THIS POSITION Business Analyst ICT, JTS23087, L6
PURPOSE OF POSITION The Project Manager leads the design, development and implementation of ICT Projects across the Department.	
CORPORATE CONTEXT The Department of Jobs, Tourism, Science and Innovation is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia. For further information please visit our website at www.wa.gov.au/JTSI .	
GROUP CONTEXT The Corporate Services Division is responsible for the provision of effective, efficient and timely corporate services and provides advice and support to management and staff that enable business objectives to be obtained.	
OPERATIONAL CONTEXT The ICT unit is required to project manage a number of projects implementing ICT solutions and services that are modern and secure (including a move to a single cloud based network and the implementation of new or replacement corporate and business applications).	



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<p>ROLE SPECIFIC RESPONSIBILITIES</p> <ul style="list-style-type: none"> Leads, develops and implements transformational projects across the department. Delivers projects and programs, on schedule and to budget. Oversees and ensures regular reporting on projects to the executive. Leads and coordinates strategic working groups and manages project teams to implement strategic outcomes. Identifies and manages risks, analysing issues and proposing mitigation strategies. Understands the emerging trends and take a whole of Government perspective. Provides strategic project advice. Consults, liaises and collaborates with other government agencies and stakeholders to ensure the effective design, delivery and ongoing improvement of programs. Builds and maintains strong positive working relationships with stakeholders, including at a senior level, and consults and negotiates widely. Collaborates and mediates with internal and external stakeholders to build consensus on the appropriate solution(s) to emerging issues. Initiates and recommends a preferred option through clear, succinct briefings using high level analysis and well thought out evidence. Works productively and collaboratively as a member of a team to deliver outcomes. Mentors and supports the development and work of other team members. Undertakes other duties as directed. <p>CORPORATE RESPONSIBILITIES</p> <ul style="list-style-type: none"> Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures. 	<p>JOB REQUIREMENTS</p> <p>Essential</p> <ul style="list-style-type: none"> Experience in leading projects with demonstrated success delivering positive outcomes. Ability to build and maintain collaborative working relationships with internal and external stakeholders <p>Desirable</p> <ul style="list-style-type: none"> Demonstrated experience managing complex ICT projects. <p>CAPABILITIES</p> <ul style="list-style-type: none"> Applies conceptual and critical thinking skills to analyse and resolve complex issues to achieve strategic objectives. Undertakes project management and demonstrates success in leading projects and programs. Identifies, initiates, builds and manages productive and effective relationships and partnerships with stakeholders. Leads teams through empowering and encouraging them to take responsibility and achieve results. Prepares complex written reports, including ministerial, speeches and briefing papers and delivers presentations to a wide variety of audiences.
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PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	100 point identification base on a 100 point identity check Permanent Resident/Citizen of Australia National Police Certificate
JOB LOCATION	1 William Street - Perth
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable