Job Description Form – Digital Services Project Manager

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| **Position number:** | 15887 | **Classification:** | Level 6 |
| **Division:** | Corporate Services | **Branch/section:** | Digital and Technology Services |
| **Reports to:** | 16335 – Manager ICT Projects | **Direct reports:** | Nil |

About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectful  Accountable  Responsive  Open-minded  Integrity |

Context

The Corporate Services team includes human resources, procurement, payroll, business operations and digital and technology services. It helps the Department of Local Government, Sport and Cultural Industries to reach its mission to enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

Position purpose

The Digital Services Project Manager role is responsible for the planning, governance and overseeing the successful delivery of the department’s ICT digital and technology projects

Responsibilities

1. Provides specialist project management skills to successfully deliver a range of ICT projects.
2. Coordinates and supports the delivery of ICT projects within agreed time, cost, regulatory and quality requirements.
3. Ensures the change and risk management issues are fully addressed with stakeholders.
4. Ensures adherence to the Department’s Project Management Framework, tools and templates.
5. Leads, oversees and/or implements start up activities for projects to ensure appropriate solution design and fit-for-purpose outcomes and benefits are defined for potential projects.
6. Undertakes the contract procurement, management and monitoring of project related vendor and contractor services.
7. Maintains a sound understanding of departmental operations and the requirements for technology and remains informed of industry trends and issues.
8. Promotes an ethical culture which models innovation, collaboration, coordination and partnership with a range of diverse stakeholders and within the customer focussed team.
9. Establishes and maintains professional working relationships with key stakeholders and client groups, departmental staff and other government agencies to help ensure program outcomes are met.
10. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
11. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Demonstrated high level project management experience, including the ability to deliver agreed ICT project outcomes within specified timeframes.
2. High level interpersonal and verbal communication skills, with the ability to build productive relationships and negotiate effectively with a diverse range of stakeholders at all levels.
3. High level written communication skills, including the ability to prepare reports, presentations and other materials tailored to the target audience.
4. Highly developed conceptual, analytical and problem-solving skills.

Desirable

1. A relevant industry certification

Special conditions

Working outside of normal business hours may be required.

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

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| Registration date | 17 October 2024 |