Position Title:	Project Manager	**Classification Level:**	Level 6
Position Number:	3240068	**Location:**	Midland
Reports To:	Senior Manager Project Management Office, Level 7	**Positions Under Control:**	0
Branch/Section:	ICT/Project Management Office	**Job Families/ Function:**	ICT
Business Unit:	Corporate Services	**Leadership Context:**	Leading Others – Knowledge leader

Business Area Overview

Corporate Services supports the operational business units to fully harness their potential to deliver on Landgate's vision "to fully harness the value of where to power a thriving Western Australia". The Information, Communications and Technology (ICT) branch is responsible for managing the delivery of ICT services with three major areas of focus: governance of the agency's data, technological systems, and applications; support and development of core ICT services; and management of key ICT service providers on behalf of the agency.

Role Summary

The role of Project Manager is to lead projects, mostly focusing on small to medium scale from inception through to completion. This role will ensure that projects under their control are delivered within agreed constraints of time, budget, scope, and quality. With a heavy emphasis on risk management, the role ensures that project risks are understood and communicated, and that appropriate mitigation strategies are in place. As part of Landgate's PMO team, the role of Project Manager also has responsibilities to oversee projects being delivered by ICT service providers.

Responsibilities

- Manages ICT related projects during the project lifecycle within agreed constraints of time, budget, scope and quality.
- Manages project risks and issues, including escalating to governance boards or Landgate leaders when required.
- Tracks and measures the status of Landgate's project portfolio, including projects that they directly manage and those that have been outsourced.
- Manages internal and external resources assigned to deliver some or all project outcomes and benefits.
- Undertakes procurement activities and manages and coordinates the deliverables of service providers and contractors.
- Update PMO processes and procedures to improve the PMO's project efficiency and performance, while enhancing project governance.
- Provides training in the use of Landgate's project management framework to fellow Project Managers: Landgate's and service providers.
- Provides assurance to Landgate ICT projects, escalating issues to the Senior Manager, PMO as and when required.
- Adheres to Work Health and Safety (WHS) policies and procedures that ensures the safety of staff and customers.
- Acts with integrity at all times, demonstrates behaviours aligned with Landgate's code of ethics and works within relevant policies and procedures, contributing to the accountabilities of the team.
- Performs other duties as directed.

Essential Role Requirements

Expected Behaviours

Landgate has adopted the Public Sector Leadership Expectations framework, and this role sits in the **Leading Others** context. Leadership in this first formal positional leadership context is about motivating and enabling others to deliver high quality work that contributes to the agency

- **Lead collectively** – You link the work of your team and your domain of expertise to the agency's objectives and can explain this linkage clearly to others

- **Think through complexity** – You support your team or work group to take a solution focused approach, intervening only, when necessary, with technical knowledge to ensure application of robust knowledge and customer orientation.

- **Dynamically sense the environment** – You approach crucial conversations with consideration and confidence and discuss issues and problems thoughtfully.

- **Deliver on high leverage areas** – You identify and understand the competing priorities of your work area, prioritising essential tasks and adjusting as appropriate.

- **Build capability** – You clarify your expectations of those in your team; monitor their performance; and support their growth and development through feedback, on the job training, coaching and other opportunities.

- **Embody the spirit of the public service** – You take responsibility for aligning others with prescribed work practices and act ethically, continually reinforcing the spirit of public service.

- **Lead adaptively** – You proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value.

Experience/Qualifications

- Experience managing a portfolio of ICT projects, mostly small to medium scale and/or initiatives in a relevant discipline.
- Experience developing and/or supporting the development of project management and related frameworks and training others in their use.
- Knowledge of best practice related to ICT and governance, including project risk management and reporting.

Desirable Role Requirements

- Is certified or working towards certification in a relevant discipline.
- Strong understanding of a broad range of ICT technologies such as infrastructure services, application support services, project services and others.
- PRINCE2 Foundation and / or Practitioner Project Management Certification.
- PRINCE2 Agile® Foundation and / or Practitioner Project Management Certification.

Appointment Conditions

- National Police Clearance

Reporting Relationships

Reports to:	
Senior Manager Project Management Office Level 7	**Other positions reporting to this position:**
	Project Manager, Level 6 (x2)
	Project Governance Manager, Level 6
	Senior Project Governance Analyst, Level 5
This position:	
Project Manager, Level 6	

Direct reports:
Nil

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Business Unit	Name	Date
P&C Advisor, People Culture and Environment	Hannah Duffy	01/10/2024
Chief Information Officer, ICT	Hadizah Hallid	01/10/2024

Effective Date: 12 December 2024