

Position Title:	Project Governance Manager	Classification Level:	Level 6
Position Number:	3240070	Location:	Midland
Reports To:	Senior Manager Project Management Office, Level 7	Positions Under Control:	1
Branch/Section:	ICT/Project Management Office	Job Families/ Function:	ICT
Business Unit:	Corporate Services	Leadership Context:	Leading Others – People 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 Governance Manager is to lead operational governance of ICT projects and programs during the project lifecycle. The role is responsible for managing project management frameworks, policies and procedures. The role ensures that the in-scope projects are managed in line with governance requirements imposed by the PMO. With a heavy focus on monitoring ICT project risks, the role ensures that risks remain updated by project managers and project teams and assists with mitigation strategies.

Responsibilities

- Provide operational governance on ICT projects during the project lifecycle.
- Manage Landgate's project management frameworks, policies and procedures.
- Govern and report on the effectiveness of project management of Landgate's ICT project portfolio, including projects directly managed and outsourced.
- Manage the PMO's governance processes and procedures to improve project governance efficiency and effectiveness.
- Monitor ICT project risks, including regularly reviewing risk status, ensuring controls and mitigation actions remain current and assisting with mitigation strategies.
- Provide induction, guidance, support, and training to Landgate staff and ICT service providers on project management and governance related matters.
- Escalate governance related issues to the Senior Manager as and when required.
- Manages resource allocation and considers future changes that impact operational functionality, processes and workflows.
- 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 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.

Experience/Qualifications

- Experience overseeing ICT governance and strong knowledge of ICT project governance principles and practices.
- Strong understanding of ICT risk management and compliance.
- Experience in developing and implementing ICT project governance frameworks, policies and procedures.

Desirable Role Requirements

- Is certified or working towards certification in a relevant discipline.
- Experience in governing the delivery of projects in a multi-provider environment.
- PRINCE2 Foundation Project Management Certification.
- PRINCE2 Agile® Foundation 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 (x3)
This position:	
Project Governance Manager, Level 6	
	Direct reports:
	Senior Project Governance Analyst, Level 5
	Indirect 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