

JOB ROLE STATEMENT

ICT SENIOR PROJECT MANAGER LEVEL 7

DIRECTORATE
BRANCH

FINANCE AND COMMERCIAL SERVICES
INFORMATION MANAGEMENT

POSITION NO

P0070535

KEY RESPONSIBILITIES

Manage the design, building, testing and implementation of complex Information and Communications Technology (ICT) systems.

KEY DELIVERIES

ICT Project Management

- Manage the design, building, testing and implementation of complex ICT Systems.
- Prepare and manage Project Management Plans.
- Develop Business Cases outlining the needs and options for improvement to processes and systems.
- Establish Project Governance Structures as required.
- Provide Project Status Reports to the Governance Team.
- Conduct workshops/presentations where required with key stakeholders.
- Provide expert input for the management of the ICT Program Management Office.

ICT Contract Management

- Manage contracts and contractors to ensure that contracts are completed to approved scope, budget, time and quality.
- Review and report on the performance of contracts and contractors.
- Manage contract payments, claims and variations.
- Manage communications with the Vendor.

Leadership and Management

- Manage project resources to meet agreed plans, budgets and performance levels.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Undertake consultation, liaison and negotiation with stakeholders.
- Manage the interface with other Project stakeholders as required.
- Collaborate with other directorates within Main Roads to ensure the efficient and effective delivery of projects.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
ICT SYSTEMS PLANNING AND DELIVERY MANAGER

LEVEL 7

POSITION NO
P0070511

ICT SENIOR PROJECT MANAGER LEVEL 7

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**ESSENTIAL:**

- Comprehensive skill, knowledge and experience in:
 - managing the design, building, testing and implementation of complex ICT systems in a large and complex organisation
 - project and contract management of ICT systems in a large and complex organisation
 - negotiation and facilitation
 - building and enhancing stakeholder relationships
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed project outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

DESIRABLE:

- A Degree in Information Technology.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

BRANCH/SECTION HEAD

DATE

23/10/2020

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

SIGNATURE

EXECUTIVE DIRECTOR

DATE

23/10/2020

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

MANAGER HR BUSINESS

DATE

23/10/2020