

IT PROJECT COORDINATOR POSITION DESCRIPTION

CMA PD 146

"Informed and active communities balancing the use of resources to generate wealth, with the protection and enhancement of our natural and cultural landscapes".

Position Title	IT Project Coordinator		
Team	Corporate Services		
Location	MILDURA		
Position Tenure	Temporary 6 months (extension subject to funding)		
Time Fraction	0.6 FTE to 1 FTE	Job Share Arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	Band 8	Salary Range	
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input type="checkbox"/> Not Applicable		
Supervises	Project Consultants and Contractors		

Position Purpose

The primary purpose of the position is to coordinate and support the design, development and implementation of the Mallee CMAs Enterprise Business Solution to meet critical and ongoing business requirements.

You will be responsible for coordinating and delivering a range of strategic, operational and information systems to the organisation to ensure the efficiency, productivity and continual business improvement of Mallee CMA's business applications, software and information management systems. You will be also be required to support the Business Development Manager in undertaking the system administrator functions for Technology One and associated business systems.

The role in partnership with Business Development Manager and Int Tec Solutions (IT outsourced provider), will oversee and manage project and change management activities across the organisation and will be responsible for all aspects of project delivery, project planning, project specification and deliverable management. All requirements and approved IT projects must be undertaken using PRINCE2 project methodology or a similar project structure to ensure successful outcomes are achieved within budget, on time and compliant with Mallee CMA security requirements.

Partnering with the Corporate Services Unit, the incumbent will engage with the business to work in line with the Corporate Plan to ensure the effective delivery of organisational goals and objectives. The role contributes to achieving Mallee Catchment Management Authority Business Objective 3 to strengthen our capacity to operate as a corporately and socially responsible organisation

Key Relationships

Chief Finance Officer (Direct Line Manager)
 Business Development Manager (Supervisor, Subject Expert)
 Project Officer – Business Development (Delivery Partner)

General Managers and Managers (Project Delivery)
Int Tec Solutions, Technology One (Project Delivery, Subject Matter Experts)
Mallee CMA staff (Key Stakeholders)

Responsibilities	Core Capability/Sub Capability	Capability Level Descriptor
<p>In partnership with Business Development Team, coordinate the development and implementation of the Mallee CMA Enterprise Business Solutions including the following;</p> <ul style="list-style-type: none"> Communicate project brief to relevant parties Develop project plan for each project Project specification and deliverable management e.g. schedule project plans, risk plans and business case as well as ensuring project outputs are delivered to an acceptable quality standard within acceptable timelines Coordinate and assist in testing of new business improvements projects and system upgrades Identify potential Root cause of testing issue, investigate rectification and solutions for the issue Document and manage issue log during Testing and Implementing Prepare presentation materials Work with internal and external parties to ensure that resources are available and assigned as planned Decommissioning of legacy systems within budget and on-time. <p>Manage end-to-end delivery of small initiatives.</p> <p>Monitor projects status and high light any potential issue or delay. Escalate risks and issues to CFO.</p> <p>Provide systems administration to support the delivery of any IT components of business projects</p> <p>Support Business Development Manager with implementing and maintaining the ICT strategy and plans.</p>	Project Delivery <ul style="list-style-type: none"> Project Management L3 Resources and Promotion L3 	<p>Produces project plans where outcomes are clearly defined and action steps for achievement are clearly specified.</p> <p>Allocates resources and develops communication plans to ensure project delivery within delegated authority</p>
	Professionalism <ul style="list-style-type: none"> Time Management L3 Problem Solving L3 	<p>Prioritises work; delegates appropriately demonstrating an understanding of organisational, team and individual priorities and capacities; and ensures that key requirements are met.</p> <p>Analyses issues and different perspectives and draws sound inferences from information available. Implements systems to address problems and assists teams to take proactive approaches to problem solving</p>
	Corporate Governance <ul style="list-style-type: none"> Legislation and Compliance L3 	<p>Manages work practices to comply with relevant legislation and interested parties' requirements</p>
	Interpersonal Communication <ul style="list-style-type: none"> Written Communication L3 Verbal Communication L3 Negotiation L3 	<p>Writes accurate reports and program documents that meet audience needs and contain the necessary information to achieve their purpose.</p> <p>Provides informed, meaningful and relevant messages when communicating with staff and interested parties</p> <p>Negotiates and implements a well-planned course of action to achieve a specific impact</p>
	Continuous Improvement <ul style="list-style-type: none"> Participation, Inclusion and Up-skilling L2 Technology and Systems L2 	<p>Collaborates with others from different professions and project teams to share skills and knowledge. Works to address skill gaps and assists others to identify their development needs. Builds a</p>

		<p>positive, supportive team environment.</p> <p>Supports the use of new technology and takes the opportunity to build new skills and identify opportunities to create efficiencies</p>
	<p>Community and Stakeholder Engagement</p> <ul style="list-style-type: none"> Partnerships and Collaboration L2 	<p>Obtains interested parties' feedback on analysis, alternatives and /or decisions. Works directly with the interested parties throughout the process to ensure concerns and aspirations are consistently understood and considered</p>

Personal Attributes	Descriptor
Self-disciplined	<p>Manages own time to achieve key outcomes</p> <p>Avoids distraction and diversions</p> <p>Is organised and methodical</p>
Determined	<p>Researches options and sets a clear path</p> <p>Deals with obstacles and impediments</p> <p>Has clear goals</p>
Creative and innovative	<p>Value-adding</p> <p>Provides a competitive approach</p> <p>Finds ways to work better and smarter</p> <p>Generates options and ideas</p> <p>Is open to change and alternatives</p>

Licences, Qualifications, Certificates
<p>Essential</p> <ul style="list-style-type: none"> Tertiary qualification in IT or equivalent PRINCE2 project management or equivalent Demonstrated knowledge of the Public Records Act, Freedom of Information Act, Privacy and Data Protection Act, Records Management Act and Victorian Protective Data Security Standards. Drivers Licence
<p>Desirable</p> <ul style="list-style-type: none"> Previous experience delivering a major business transformation and working as part of a project team will be highly regarded Technology One system administration

Position Specific Requirements

- 5 years' experience with management of business systems and administration
- High competency in Microsoft applications including Office 365, Teams, Excel, Word, Outlook
- Demonstrated skills in policy, procedural, process and specification development
- Develop process improvement procedures to improve operational efficiency
- Demonstrated high-level problem-solving skills
- Ability to manage multiple tasks, set priorities, and manage time efficiently
- Strong written and verbal communication
- Strong customer focus and commitment to excellence
- The desire to think, innovate and work beyond the role

Position Description Approved

The details contained in this Position Description are an accurate statement.

As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.

Chief Executive Officer

/ /
Date

Incumbent

/ /
Date