

# Role Description

## Senior Project Manager



<b>Title</b>	Senior Project Manager
<b>Classification/Grade/Band</b>	Band 3 Level 3
<b>Group/Unit/Section</b>	Information Management and Technology/ Core Systems Consolidation
<b>Reports to</b>	Portfolio Manager

### Vision

A vibrant organisation doing great things.

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the Senior Project Manager is responsible for leading and managing the risk, quality and progress of Information Management and Technology (IM&T) projects to organisational standards as well as ensuring projects are completed on time within budget to quality standards and within agreed scope.

The Senior Project Manager will ensure IM&T projects are run consistently according to the defined project management methodology, including data migration, testing, implementation and decommissioning phases, as well as adhering to IM&T change processes.



## Key Duties and Responsibilities

- Manage and coordinate the allocation of IM&T Project Managers within the section to ensure current and proposed IM&T projects are resourced appropriately;
- Contribute to the development of the IM&T project management methodology and artefacts used in the effective management and implementation of IM&T projects;
- Plan and execute the efficient operation of project management services to ensure IM&T projects run by section resources are adhering to the project management framework and governance standards;
- Lead and manage the planning and delivery of critical, highly complex and/or large IM&T projects;
- Manage permanent and/or ad hoc teams to ensure project outcomes are achieved;
- Develop and implement project management plans to ensure the success of the project;
- Regularly communicate with key stakeholders to ensure project outcomes are met;
- Accurately deliver project feasibility and effort estimates, as well as coordinating analysis and IT solution design services;
- Undertake systematic reporting activities in accordance with IM&T project management methodologies;
- Ensure that adequate project governance and support is in place for all projects;
- Provide vendor management including the full range of contracting functions such as preparation, tendering, tender evaluation, management of IM&T contractors and consultants, project handover and defects liability management;
- Prepare project budgets, implement and monitor expenditure and take appropriate action to ensure projects are delivered within budget;
- Perform and other duties, tasks or projects the employer may assign, having regard to the incumbents' skills, training and experience.

## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role (mandatory statement);
- Policy and procedures are readily available but the Senior Project Manager is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the Unit;
- The work of the Senior Project Manager influences the external environment by ensuring services are consistent with Council standards;
- The Senior Project Manager is responsible for ensuring that operational safety standards or other requirements are met at an operational level;



- Identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre-determined targets. Weigh up options on a cost and benefit basis in order to make recommendations and continuously look for greater efficiency within work area.

### **Personal Attributes**

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Set an example for others to follow and identify and explain ethical issues, and act to prevent and report illegal and inappropriate behavior;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Be responsive to the input of others and work to understand their perspectives.

### **Interpersonal Skills**

- Actively listen and clearly explain complex concepts and arguments to individuals and groups;
- Take responsibility for delivering high quality customer-focused services;
- Identify opportunities to work collaboratively with other teams/ units to solve issues, develop better processes and approaches to work and share lessons learned;
- Identify and resolve issues with other staff and stakeholders and respond constructively to conflict and disagreements.

### **Business Enablers and Technical Skills**

- Make sure team / unit understand expected goals, take responsibility for delivering on intended outcomes and acknowledge success;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Anticipate, identify and address issues and potential problems working towards sustainable solutions and outcomes;



- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Identify ways to leverage the value of technology to achieve team/ unit outcomes, using the existing technology of the business;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

### **Leadership / Management**

- Provide timely feedback to staff and address and resolve performance issues that impact on team outcomes;
- Promote a sense of purpose by ensuring the team understands the performance outcomes and the strategic direction of the business;
- Monitor and communicate performance standards to desired outcomes;
- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change.

### **QUALIFICATIONS**

#### **Essential**

- Degree qualification in Information Technology or related field OR demonstrated solid contemporary experience in a Business Analyst role, combined with ongoing professional development.

#### **Desirable**

- Obtained Business Analyst Qualifications or Certifications (e.g. Lean Six Sigma, BABOK);
- Project Management certification such as PRINCE2, PMP, PMBOK or equivalent relevant degree qualification.

### **EXPERIENCE**



- Demonstrated experience in business process improvement; identifying inefficiencies and recommending optimal business practices, system functionality and behaviour;
- Established analytical skills with a creative problem solving approach and the ability to be able to quickly see the big picture;
- Previous experience and skills in motivating, leading and supporting employees and coordinating the activities of a multi-disciplinary team to achieve outcomes;
- Superior communication skills combined with the ability to translate and simplify complex IM&T specific concepts and jargon to all levels of the business;
- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that are of benefit or add value, to all or part of the organisation;
- Proven ability to assess, interpret and judge information or situations, and formulate recommendations, provide specialist advice or deliver a service, based on the findings.

## Key Relationships

Internal	External
Chief Executive Officer	State and Federal Government Agencies
Executive Leadership Team	Industry representatives and associations
Leadership Team	Unions
Unit Managers	Vendors
Council employees	Community

