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| **Title** | Project Manager Technology |
| **Classification/Grade/Band** | Band 3 Level 2 |
| **Group/Unit/Section** | Corporate Affairs/Information & Technology / IT Projects & Solutions |
| **Reports to** | Section Manager IT Projects and Solutions |

**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; Be Safe, 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 role of Project Manager is responsible for leading and managing project teams that deliver IT projects, to achieve the desired outcomes for Council. The Project Manager coordinates the risk, quality and progress of IT projects to organisational standards, and ensures projects are completed on time, on budget, to quality standards, and within agreed scope.

The position of Project Manager is required to provide quality customer service and creating value for the community.

**Key Duties and Responsibilities**

* Direct responsibility for management and delivery of a wide range of IT projects utilising appropriate project management methodologies and adopted artefacts through all phases of the project lifecycle; including Testing, Training and the transition to Business-as-usual support;
* Effectively lead a team of specialists in an agile environment and facilitate the delivery of sound outcomes and solutions;
* Undertake systematic reporting activities in accordance with project management methodologies;
* Accurately deliver project feasibility, effort estimates as well as coordinating analysis and design services;
* Prepare project budgets, implement and monitor expenditure and take appropriate action to ensure projects are delivered within budgets;
* Develop project plans for the delivery of each project including defining projects, developing work breakdown structures, defining and procuring specialist resources and overseeing implementation;
* Provide vendor management including the full range of contracting functions such as preparation, tendering, tender evaluation, management of IT contractors and consultants, project handover and defects liability management;
* Establish and manage appropriate project governance groups;
* Work to overcome various project delivery and design challenges including the development of solutions while critically interpreting information and evaluating recommendations;
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s 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 the role;
* Policy and procedures are readily available but the 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 Project Manager influences the external environment by ensuring services are consistent with Council standards;
* The Project Manager complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee’s acts or omissions;
* Monitor budgetary spending within work area, against pre-determined targets. Weigh up options on a cost 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;
* Represent the organisation honestly, ethically and professionally and encourage others to do so;
* Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
* Support initiatives that create an environment where diversity is valued.

**Interpersonal Skills**

* Write fluently in a range of styles and formats and tailor communication to the audience;
* Identify customer service needs, understand customer perspectives and implement responsive solutions;
* Build cooperation and overcome barriers to information sharing and communication across teams/units;
* Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

**Business Enablers and Technical Skills**

* Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
* Use expertise and seek others assistance to achieve work outcomes;
* Ensure current work plans and activities support and are consistent with organisational change initiatives;
* Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
* 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;
* Support compliance with records, information and knowledge management requirements of the organization;
* Be aware of procurement and contract management risks and actions to mitigate these;
* Evaluate progress and identify improvements for future projects.

**Team Work**

* Ensure team objectives achieve business outcomes that align with organisational policies;
* Plan and monitor resource allocation effectively to achieve team objectives.

**QUALIFICATIONS**

**Essential**

* Degree qualification in Project Management, Information Technology or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development.

**Desirable**

* Project Management certification such as PRINCE2, PMP, PMBOK or equivalent relevant degree qualification.

**EXPERIENCE**

**Essential**

* Demonstrated, relevant experience in a project management focused role managing large and complex projects utilising PRINCE2 project methodology or equivalent;
* Demonstrated experience in managing organisational change and engagement when managing projects including the transition to business as usual;
* Demonstrated experience using a Portfolio and Project Management system – for example, Microsoft Project, SAP, Primavera and Smartsheet;
* Previous experience in the successful delivery of a range of complex IT projects;
* Project Management experience in projects of significant complexity with a political environment with differing stakeholders;
* Strong relationship development skills and ability to build a strong, collaborative relationship with the Program, Project and third party teams;
* Demonstrated experience in applying proven written and verbal communication, analytical and problem-solving skills to ensure that deliverables meet specifications.

Key Relationships

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| Internal | External |
| CEO | IT Vendors and Partners |
| Executive Leadership Team | Professional/ Industry associations including Unions |
| Unit Managers/ ELT | Consultants, Solicitors and other professionals |
| Section Managers/ Team Leaders | State and Federal Government Agencies |
| Other Council Employees (not including direct reports) |  |