

POSITION DETAILS

Position Title:	Senior Project Manager – Corporate Systems Upgrade	Position Grade:	13
Department/Directorate:	Civil Infrastructure and Integration / City Works	Position Status / Hours per Week:	Temporary / 35

PRIMARY PURPOSE OF THE POSITION

Your project management and leadership skills will enable a high performance team focused on customer service and project delivery. You will be adept in a range of management disciplines, managing change and inspiring others through modelling your leadership qualities. Specific functions of the position include:

- Manage project scoping requirements
- Develop and maintain business requirement specifications, and tender documents for review by Project Control Group.
- Ensure project outcomes are achieved; enterprise solutions are delivered, and be responsive to client/business user needs
- Ensure projects are managed in accordance with best practice guidelines and City of Ryde's formal project management approach and methodologies to enable the achievement of consistent and quality project outcomes
- Oversee, maintain and review project and program finances
- Develop and maintain cooperative working relationships with internal clients including communicating project status, negotiating project objectives, deliverables and resources/constraints
- Provide comprehensive project management documentation and high level reports to Project Control Group and Executives
- Provide expert advice and strategic input into the development of project deliverables to ensure they meet quality standards and comply with City of Ryde's policies, strategies and technology architecture
- Other duties as directed by the Project Control Group

SELECTION CRITERIA

Education / Qualifications

- Tertiary qualification in Commerce, Information Technology/Systems or Project Management.

Experience / Specific skills

- Project management through the early planning phases in collaboration with internal and external stakeholders to ensure objectives are met
- Demonstrated conceptual, analytical and problem solving skills, and the ability to plan complex technology implementation solutions relating to asset management and its financial application.
- Compliance and risk management including identifying and analysing emerging risk and threats to projects
- Excellent interpersonal, negotiation and influencing skills with ability to work effectively across all levels within Council
- Highly developed written communication skills
- Experience in business planning, contract administration and project management
- Experience with contract management

- Proficiency in the use of computerised project management software in particular, MS Project

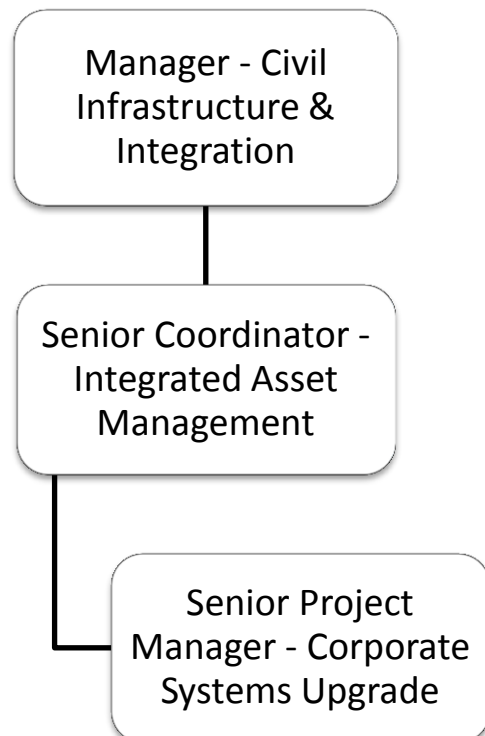
Personal Attributes

- Strong problem solving ability, excellent work ethic, professional and engaging communication style and stakeholder management skills
- Strong organisational skills and demonstrated ability to prioritise and manage competing tasks, meet deadlines and achieve targets.
- Proven ability to build and maintain positive ongoing cooperative relationships with internal and external stakeholders and agencies to enhance relationships and project delivery
- Personal commitment to providing superior levels of service to internal and external clients
- Demonstrated commitment to work as part of a team

Desirable Qualifications, Experience and/or Skills

- Knowledge of Project Management (PMBOK) methodology
- Professional certification with the Australian Institute of Project Management and/or PGMP level with the Project Management Institute
- Qualifications in Business Administration, Project management (Dip PM, Prince2) or other relevant disciplines
- Knowledge of Local Government Asset Management Systems
- Bi-lingual language skills desirable

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Works and Corporate Services Directorates of the organisation

- Corporate knowledge management development
- IT system / software and hardware development and management
- IT system / software and hardware delivery management
- IT system / software and hardware support service
- Existing network systems and corporate business applications integration and management
- Corporate business systems and application solutions development
- Corporate business systems and application solutions service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
2	To adhere to Council plans, policies, procedures and Code of Conduct
3	To understand, adhere and promote all OH&S policies and procedures
4	To understand, adhere and promote Council's EEO policies and procedures.
5	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
6	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
7	To actively document all policies, procedures, projects and activities (as required)
8	To actively share information and knowledge on issues, training and better practice to relevant staff
9	To identify and initiate improvements of business systems to maximise service delivery
10	To identify and initiate improvements of processes to maximise service delivery
11	To deliver all project deliverables through PM_CoR methodology
12	To identify and minimise exposure to risk
13	To be involved in or provide feedback on corporate initiatives
14	To positively and proactively work with others across the organisation to deliver the outcomes
15	To model Council's values
16	To create and contribute to a positive work environment within my team, my Unit and the workplace.
17	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
18	To use, store and manage digital and hard copy information in accordance with Council's policy and procedures

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct,

policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

Employee's Name	
Employee's Signature:	
Date:	