

Position Description



CORPORATE INFORMATION

Position title	Project Manager – Technology Transformation Program (Fixed-Term)		
Directorate	Corporate Services	Branch/Section/Unit	Corporate Services
Position number	XXXX	Level	Contract
Award	N/A		
Line Manager	Program Director - Technology Transformation Program		
Direct reports	Nil		

SCOPE OF POSITION

Position Summary

This position provides project management of the technology transformation program stream. The role is a key leader in the Program implementation team, and guides them through effective governance, audit, and resource management to ensure the program stream objectives are achieved within set timeframes and budget.

Key Responsibilities of the Role

- Contribute to the development of the overall transformation and change strategy for the GRiT Program.
- Lead the development and implementation of project scope and plans to manage project streams across the GRiT Program.
- Learn and understand Council business processes while leading the identification, documentation of business requirements.
- Ensure all business deliverables are identified and accounted for in the project plan with responsibility and due dates.
- Own the completion and approval of project design and decision documents.
- Track resources and identify any shortages based on project plans.
- Understand program workstream/project relationships, lead issue resolution, and ensure risk mitigation.

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- Drive the projects to completion by managing budget, costs, schedule, work breakdown structure, quality and risks.
- Provide guidance and leadership to the resources working within the projects.
- Mentor and coach new additions to the project team.
- Provide expert consultancy services, guidance and oversight to the program team to achieve delivery against program and change milestones.
- Collaborate with peers and colleagues in project and business teams responsible for delivery of project outcomes to ensure business needs are translated into digital and technology initiatives, and to ensure and plan scalability of the new technology.
- Assist in the transition and transformation to the new technology, working closely with stakeholders for project deployment and implementation.
- Communicate project status, progress on deliverables, and risks/issues to customers and leadership in a timely manner.
- Evaluate the success of project outcomes and obtain realised value of the technology initiatives after implementation.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained

Essential Knowledge/Skills/Qualifications Criteria

- 5-7 Years in technology Program Management.
- Ability to plan, lead, coordinate and control multiple project streams for the Program.
- Bachelor's degree in Information Systems, Computer Science, Finance, Project Management, or relevant experience in related disciplines.
- High level of proficiency in the application of project management theories.
- Demonstrated expertise in planning and preparing project management scope, schedules, resource plans, risk management plans, communication and change plans, and budgets.
- Strong proficiency with MS Project and Office suite.
- Confirmed successful work experience as a Project Manager / Scrum Master in leading projects demonstrating different software development methodologies, specifically Iterative, Incremental, and Agile.
- Experience in measuring project success factors with respect to cost, schedule, and quality, i.e. product requirements quality, test quality and code quality.

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- Experience in consulting, partnering with and coaching senior leaders and stakeholders to deliver project outcomes.
- Ability to obtain a detailed awareness of all current and long-term plans for Council.
- Highly developed interpersonal, communication and negotiation skills, including the ability to influence resistant or change-adverse stakeholders and groups.
- Ability to work autonomously and derive instructions under the broad direction of the Program strategy and directions provided from more senior managers.
- Strong skills in problem solving, predictive analysis, specifically on software development/deployment projects, resource/staffing management.

Desirable Knowledge/Skills/Qualifications Criteria

- Detailed knowledge and understanding of the functions of local government including legislative, policy and procedural requirements of Queensland's *Local Government Act 2009* and associated regulations. Ability to develop and assess operational policy related to the Program.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case-by-case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

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To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Position Description



Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.