

Project Manager - Enterprise Systems

Reports to	Senior Project Manager	Key Relationships or Direct Reports	Manager Transformation, Manager Information Technology, Senior Project Manager, Director Experience and Capability, Procurement team, project stakeholders, Project Managers and contractors, Direct reports
Classification	MAN8		
Position number	332020		

What will you do?

Project Management

- Project management activities required to deliver projects that meet Manningham's needs successfully.

Change agent

- Engage stakeholders to ensure that solutions are holistic, meet the organisational needs, and are appropriate for individual use as required.
- Ensure the team work alongside stakeholders and utilise change management practices to facilitate acceptance of delivered solutions.

Relationships

- Work collaboratively with project teams, Manager Transformation, Manager Information Technology, Senior Project Manager and other key stakeholders in order to foresee, understand and manage challenges.
- Build and maintain positive relationships with project teams, stakeholders, vendors and other members of Transformation.

Documentation

- Create and maintain accurate project information, and ensure project reports are relevant and transparent.

Project Manager

- Provide leadership to project teams,, supporting both permanent employees and the management of contractors.
- Play an active role in contributing to the Transformation program of work, working collaboratively with the Senior Project Manager.
- Undertake senior roles within the team as required, this may include leadership of community of practice, mentoring other Project Managers and Business Analysts or other activities.

Who are you?

- Significant demonstrated experience in successfully delivering highly complex projects in a small to medium corporate environment.
- Strong stakeholder engagement and management experience with all levels of an organisation.
- Proven experience driving significant change in a heavily process-driven and change-adverse environment.
- Demonstrated experience in leading a team and managing individuals.
- Knowledge of quality standards as applicable to projects.
- Excellent verbal and written communication skills.
- Project management certification or qualification.

What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step-up in times of need.

Project Manager - Enterprise Systems

What are your key responsibilities?

Project Management	<ul style="list-style-type: none">• Manage highly complex projects of varying sizes and complexities from initiation through to closure within agreed timeframes.• Manage the entire project lifecycle from business case preparation to project closure, including business analysis activities, vendors and technical components.• Ensure that projects are delivered on-time, on-budget, within scope, and to quality.• Create and manage project schedules in MS Project, tracking and reporting on project milestones and provide regular status reports on time to the Senior Project Manager, Manager Transformation and project stakeholders.• Ensure projects comply with existing organisation quality standards, utilising approved project management tools and methodologies.• Meet deadlines as agreed with the business, customer, and Senior Project Manager..• Prepare and present Project Control Group updates to senior executives.
Change agent	<ul style="list-style-type: none">• Employ change management practices to ensure the project outcomes are accepted by the organisation and the gain is embedded.• Identify, highlight, manage and resolve project risks and issues in collaboration with key stakeholders.• Be a key advocate of driving the maturity of project management disciplines in Manningham.
Relationships	<ul style="list-style-type: none">• Build strong relationships with the Transformation team, Manager Information Technology and Director Experience and Capability.• Work closely with staff from other service units within Council to determine and validate business requirements and help formulate project documentation as required, including business cases.• Collaborate with project sponsors, advocates and other stakeholders to define project scope, deliverables, resource requirements, and budget.• Work with risk and issue owners to ensure treatment and resolution actions are addressed.• Work closely with the IT service unit to ensure adherence to production change protocols and ITIL best practices.• Build and manage strong relationships with external vendors.• Prepare and maintain realistic project management artefacts as required by Manningham's project management methodology for effective project delivery.• Collaborate with staff and people managers to determine resourcing requirements and project allocations.• Help translate technical information to business stakeholders in all levels of the organisation.
Leadership Responsibilities	<ul style="list-style-type: none">• Provides mentoring and support to other Project Managers and Business Analysts including both permanent staff and contractors.

Project Manager - Enterprise Systems

	<ul style="list-style-type: none"> • Actively contribute to the development of the DIAGNOSE Corporate methodology, including identification of gaps, review of suggested templates, development of overview documentation and development of processes and templates. • Actively contribute to the Transformation strategy, project prioritisation and leading the program of works. • Positively represent the Transformation service unit at all times. • Undertake senior roles within the Transformation team as required, this may include leadership of community of practice or other activities as identified.
--	--

What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> • Ensure the Senior Project Manager is kept informed of project issues and activities. • Manage and schedule project activities as far as practical to meet project and program plans and strategic requirements of the organisation. • Prioritise and respond within an appropriate time frame to requests for assistance. • Actively contribute to the improvement of Council's project management practices.
Judgement and decision making	<ul style="list-style-type: none"> • Able to identify and prioritise operational and strategic issues requiring resolution with other staff in the organisation or its vendors or suppliers. • Able to direct staff from supplier or vendors on behalf of the organisation as per requirement by line management. • Able to appropriately approve contractor timesheets or request adjustments.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Demonstrated experience in developing project business cases. • A willingness to work towards continuous improvement. • Experience in managing multiple projects to tight deadlines with high organisational visibility. • Knowledge of quality standards as applicable to projects.
Management skills	<ul style="list-style-type: none"> • The officer is required to show good personal time management and status reporting skills with respect to the key responsibilities described above.
Interpersonal skills	<ul style="list-style-type: none"> • Strong change management skills. • Excellent verbal and written communication skills. • Business outcome focused. • Strong leadership skills with the ability to support and motivate a team. • Excellent team player. • Strong organisational skills.

Project Manager - Enterprise Systems

	<ul style="list-style-type: none">• Excellent analytical and problem solving skills.• Ability to work quickly and able to change direction as priorities change.• Self-starting and highly motivated individual.• Dependable, thorough, and on time implementation of projects.• Positive attitude and willing to take on new responsibilities.
Qualifications and experience	<ul style="list-style-type: none">• Significant demonstrated experience in successfully delivering multiple, complex projects in a medium sized corporate environment.• Strong stakeholder engagement and management experience with all levels of organisation.• Proven experience in driving significant change in a heavily process-driven and change-adverse environment.• Demonstrated experience in leading a team.• Experience in developing business processes across a wide range of organisational areas.• Experience working with complex application integration environments.• Relevant tertiary qualification in a business, technology or project management related field• Project management certification or qualification, such as Diploma, CPPM, PRINCE2, or PMP