IT Project Manager
Position Description

Moreland City Council

Position number: 2856

Classification: Band 8

EA: Moreland City Council Enterprise Agreement

Department: Business Transformation

Branch: Information Technology

Unit: Project Services

Reports to: Unit Manager Project Services

Supervises: N/A

Approved by: Manager Information Technology

Organisational values:

Customers & Community First | Respect | Personal Accountability | Integrity | One team

Date Created:	Date Modified:
Date Approved:	Date Printed:

Position objectives

The IT Project Manager manages the successful delivery of IT projects, to ensure project outcomes are achieved and solutions are delivered that are responsive to business needs, contributing to the organisation's ability to deliver services to the community.

This position provides expert advice and strategic input into the development of IT project deliverables to ensure they meet quality standards and align with Council's strategies, policies and technology architecture.

The IT Project Manager is responsible for fostering and maintaining key internal and external stakeholder relationships to ensure deliverables fall within the applicable scope and budget.

This is a key position within the Information Technology branch that requires excellent communication, change management and vendor relationship management skills to be demonstrated at every engagement opportunity.

Key responsibility areas

Project Delivery

- Provide a single point of coordination and oversight of the project lifecycle for assigned digital initiatives and ICT projects.
- Collaborate with internal and external stakeholders to clarify and agree the project scope and deliverables, to ensure solutions are appropriate, sustainable, and clearly understood.
- Lead, plan, direct and coordinate activities to manage and implement the ICT stream for the projects approved by the Manager Information Technology and assigned by the Unit Manager Project Services.
- Champion the continuous improvement of activities across the IT Branch and update policies, procedures and processes as required.
- Adhere and drive accountability to the project governance framework, ICT policies and guidelines related to the project execution.
- Deliver outcomes as agreed with stakeholders.
- Participate and provide ICT delivery expertise to the Project Services and other ICT Teams.

Strategic thinking and Impact

- Champion and promote the value of technology to improve Council's service delivery capability.
- Contribute to the ICT strategy, business planning activities and ensure operational projects and initiatives are in alignment with IT and Council objectives.
- Provide creative and innovative solutions to complex issues, through extensive research, consultation and networking across government, IT and other industry bodies as appropriate.

Partnering and Change

- Build successful stakeholder relationships by developing a clear understanding of business needs, acting as a trusted advisor, and giving expert advice on the design and implementation of operational initiatives through technology.
- Build and leverage internal and external relationships, including industry bodies, vendors, and technology leaders for Council's benefit.
- Design and implement strategies and plan to enable successful transition for Council's digital initiatives and ICT transformation projects.
- Plan and coordinate communications for projects with the change team.

Financial Management

- Assist the Unit Manager Project Services, Manager Information Technology and Finance Business Partner in preparation of the annual budget and quarterly forecasts for managed cost centres and projects.
- Manage the expenditure against budget for allocated cost centres and projects in line with governance requirements.
- Analyse expenditure, participate in budget reviews and report on trends/issues.

Customer Service

- Provide effective service to internal customers, external customers, and the broader community.
- Ensure customer needs are incorporated into strategic and operational activities.
- Present a positive image of Council.

Corporate Governance and Effective Work Practices

- Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices and standards.
- Adhere to the Code of Conduct, EEO and anti-discrimination policies.
- Contribute to a productive work environment and contribute to workplace change.
- Undertake workplace tasks as directed.
- Work cooperatively with others to facilitate workplace learning.
- Work in an ethical manner and comply with Council's Code of Conduct and various organisational governance framework.
- Resolve workplace conflict in line with council policy.
- Undertake recordkeeping activities in accordance with Council's Records Management policy, procedures and guidelines.

Workplace Health and Safety (WHS)

- Perform work in accordance with WHS policies and procedures and attend training as required
- Ensure completion of training by contracted staff on assigned projects as required.
- Ensure procedures have been risk-assessed, and risk assessments are reviewed in line with designated timeframes.
- Monitor implementation and use of risk control measures.
- Participate in consultative processes for the management of WHS, and ensure consultation processes are available to, and used by, contracted staff on assigned projects.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Organisational relationships

Internal Relationships	All levels of Organisation. High level of interaction/teamwork with the Project Services and other staff in IT Branch.
External Relationships	Vendors for technical support and change management ICT staff in other Local Government organisations User group forums

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 8 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 8, Clause 8)

Specialist Knowledge and Skills:

Essential
- A tertiary qualification in Computer Science, Information Technology, Business or other relevant discipline.
- Proven success in managing complex, enterprise-wide ICT projects.
- Skills evaluating new technology, products, and vendors.
- Significant experience with vendor/contract negotiation and navigating procurement policies and processes in a regulated environment.
- Demonstrated project management skills such as prioritisation, business case development, planning, procurement, governance, budgeting, resourcing, scheduling, and change
- Strong stakeholder management and influencing skills, and the ability to lead and drive outcomes.
- Knowledge of and experience with IT systems and project delivery methodologies.
- Broad understanding of current and emerging information and communication technologies.
- An analytical mindset with superior communication and problem-solving skills
- Experience leading multi-disciplinary project teams to drive and deliver unified outcomes.

Desirable
- Experience in local government.
- Extensive experience and knowledge of change management principles, methodologies and tools.
- Experience with SMART Cities projects delivery.

Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	( )	( )	( )	(x)
-below 10kgs	( )	( )	( )	(x)
Manual handling frequency	( )	( )	( )	(x)
Repetitive manual work	( )	( )	( )	(x)
Repetitive bending/twisting	( )	( )	( )	(x)
Working with arms above head	( )	( )	( )	(x)
Lifting above shoulder height	( )	( )	( )	(x)
Using hand tools – vibration/powered	( )	( )	( )	(x)
Operating precision machinery	( )	( )	( )	(x)
Close inspection work	( )	( )	( )	(x)
Wearing hearing protection	( )	( )	( )	(x)
Wearing eye protection	( )	( )	( )	(x)
Working in dusty conditions	( )	( )	( )	(x)
Working in wet/slippery conditions	( )	( )	( )	(x)
Wearing Gumboots	( )	( )	( )	(x)
Wearing safety shoes/boots (steel cap)	( )	( )	( )	(x)
Working with chemicals/solvents/detergents	( )	( )	( )	(x)
Washing hands with soap (hygiene)	( )	( )	( )	(x)
Working at heights	( )	( )	( )	(x)
Working in confined spaces	( )	( )	( )	(x)
Working in chillers (+4 degrees C)	( )	( )	( )	(x)
Performing clerical duties	(x)	( )	( )	( )
Working on a keyboard	(x)	( )	( )	( )
Driving cars and/or trucks	( )	( )	(x)	( )
Other (please specify)_____	( )	( )	( )	( )

Other special features (e.g. nature of chemicals, travelling requirements, etc):

_____

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Key Selection Criteria

Essential
- A tertiary qualification in Computer Science, Information Technology, Business or other relevant discipline.
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