

## POSITION DESCRIPTION

POSITION TITLE	IT Project Manager
DIRECTORATE - SECTION	Corporate Services – ICT Services
LEVEL - EBA	Negotiated Contract
RESPONSIBLE TO	Manager ICT Services

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

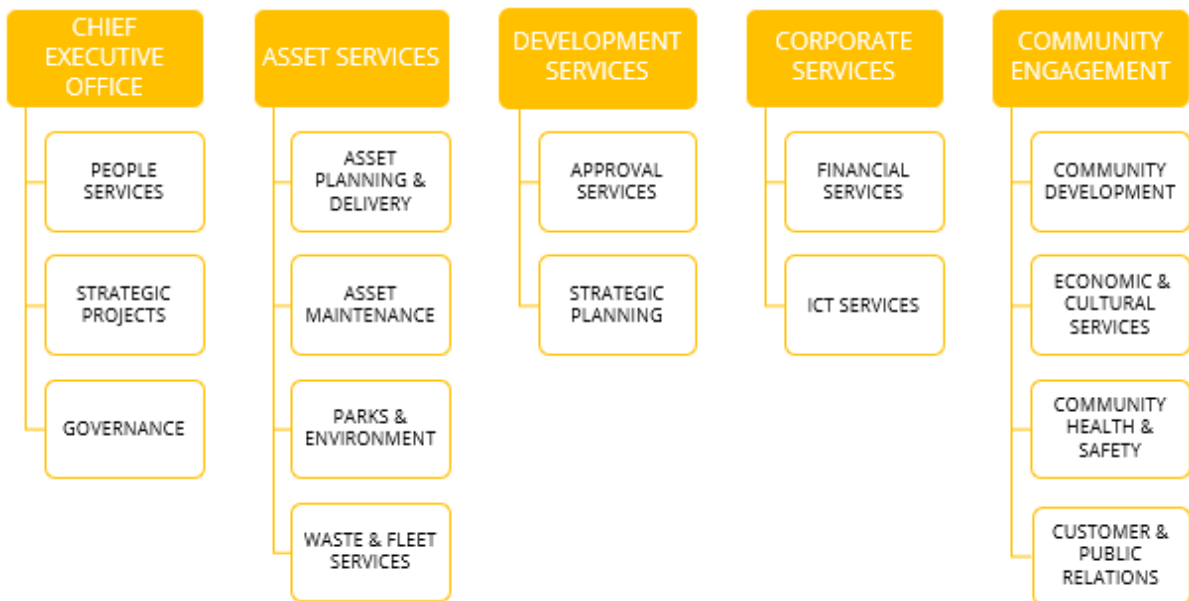
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Provides exceptional IT project management support by optimising consulting to client groups, advising on IT Projects and managing project performance.

## KEY RESULT AREAS

### CONSULTS TO THE BUSINESS

- Applies knowledge of IT strategy, City strategy and client needs to plan, prioritise and align IT solutions
- Uses business analysis, stakeholder engagement, and consulting skills to determine client requirements and recommend optimised solutions
- Negotiates IT delivery outcomes with clients, and with vendors on client behalf, reflecting performance and cost requirements
- Consult with stakeholders to establish scope, deadlines, budget, responsibilities, risk management and business alignment.
- Communicates clearly & widely. Listens, understands and adapts to the audience.

### MANAGES IT SERVICE AND PROJECT PERFORMANCE

- Evaluate project cost/benefit analysis, leading project planning sessions, review project expenditures and ensures budgetary goals are met.
- Managing the successful delivery of both IT infrastructure and business application development projects
- Coordinate communication with project team and all project stakeholders, providing regular updates and discussions with key stakeholder groups.
- Conducting project review, creating detailed reports for executive staff and presenting action plan
- Identifying growth opportunities and initiating new projects
- Proactively monitors IT projects and performance, initiating preventative and remedial actions and recommending enhancements
- Identifies and implements systemic improvements to IT service delivery supported by best in class documentation

### CHANGE MANAGEMENT

- Plans, schedules and manages IT changes, considering business performance, risk mitigation and interrelationship of system performance
- Supports the optimal implementation of project initiatives
- Utilises best practice organisational change management processes

### WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## TRAINING/QUALIFICATION(S)

- Bachelor of Information Technology or equivalent

## SELECTION CRITERIA

1. Bachelor of Information Technology or equivalent
2. Proven record of exceptional customer service and support skills
3. Minimum of 4 years-experience in implementation, support and management of projects in both an Agile and Prince 2 environment
4. Demonstrated ability to apply Project Management Methodologies at the appropriate level for the project size.
5. Demonstrated experience working with best-in-breed change and project management processes
6. Demonstrated knowledge of emerging project management trends within cloud environment
7. Excellent stakeholder and change management and internal consulting skills
8. Demonstrated experience in applying business analytics to IT problem solving

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager ICT Services

DATE PD REVIEWED/APPROVED: 21 March 2023

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