

SENIOR PROJECT MANAGER

POSITION DESCRIPTION

Position Title:	Senior Project Manager
Responsible To:	Manager, Enterprise Delivery
Council Portfolio:	Corporate Services
Council Program:	Information Management
Classification Level:	Salaried, Level 9

Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, and statutory requirements and obligations.

Overview of Program

The Information Management Team delivers integrated technology solutions that improve access to information, streamline processes, and encourage collaboration across the organisation, to enable the delivery of customer focused services to our community.

Key Relationships / Interactions

Internal	Staff members across the Information Management Program City of Adelaide (CoA) staff members across all Portfolios and Programs
External	Local Government and State Government bodies Service providers, suppliers and contractors

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Primary Purpose

As part of the Information Management program the Senior Project Manager will;

- Provide strategic leadership in the delivery of complex projects that enhances project capability across the organisation and develops the maturity of the enterprise project management processes.
- Drive the efficient and effective project delivery that also seeks efficiency and effectiveness across projects and programs to enhance outcomes.
- Be accountable for success delivery of projects by applying effective project management practises.
- Develop and embed an effective change management framework and culture for all IM projects and ensure that IM initiatives meet the expected business benefits and are delivered in the most effective and timely manner.
- Be accountable for regular status reporting including issues and risk management.
- Actively develop and manage project plans, budget, dependencies, risks and issues.
- Ensure clear, regular and accurate project updates to key stakeholders.

Responsibilities

The Senior Project Manager is responsible for:

- Providing strong, collaborative leadership and governance across the initiatives/projects within the Transformation Program.
- Outstanding stakeholder management and rapport building skills and the ability to drive and deliver software projects or varying budgets and complexity across various lines of business.
- Leading regular, complex tender processes with broad organisational and customer impact.
- Leading complex negotiations with vendors and suppliers to ensure best business value.
- Lead project teams, working with other leadership roles on the Program to effectively utilise, engage and manage Project resources to achieve desired outcomes.
- Effectively manage projects to achieve the Program's objectives and business benefits, delivering agreed scope within timeframes and budget.
- Providing coaching and mentoring of other Project Managers and Project Staff.
- Using project/program management skills, devise solutions to problems and manage project/program deliverables.
- Engaging and allocating appropriate resources both from within and external to the Corporation.
- Leading projects through their full life cycle, ensuring that methodologies, standards and processes are adhered to.
- Contributing to the implementation of CoA's Strategic Plan and program to deliver our organisational strategy through building powerful strategic alliances across the organisation to ensure the commitment to digital engagement is owned by all.
- Leading change management activities for identified initiatives and projects, including developing and implementing change management and communication strategies.
- Defining the changes to processes, procedures and practices needed to achieve change and deliver planned benefits.
- Developing a Change Management Framework to effectively manage change for all IM Projects/Programs across the organisation.
- Identifying potential points of resistance to change and developing counter strategies to reduce resistance and address doubts/uncertainty surrounding the change.
- Leading a core team of innovative IT SMEs to deliver on CoA's strategic aims.

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- Maintaining relationships and contractual arrangements with suppliers to ensure highest service quality and cost effectiveness.
- Ensuring that all aspects of an Enterprise Architecture approach to solution delivery is met.
- Building change management capability through the development and delivery of training, materials, tools and artifacts, ensuring that change management best practices are followed.
- Developing and maintaining collaborative working relationships, formal arrangements and strategic partnerships with clients and stakeholders to assess the readiness of the organisation, ensuring a strong commitment to change management.
- Measuring and evaluating the effectiveness of change initiatives including undertaking business diagnostics and developing plans for continuous improvement.
- Providing coaching and support to project teams to ensure that change management best practices are followed.
- Conducting assessments to determine organisational change readiness and action any areas of concern.
- Reporting project progress and achievements to various stakeholders and project steering groups.
- Ensuring that all clients and stakeholders are consulted and that their needs and expectations are addressed and managed.
- Proactively manage project budget, management of project timeline and ensuring project delivers high level of quality.
- Providing Thought Leadership by providing insight to new and emerging trends and best practices.
- Ensuring compliance to other Council policies, procedures and other legislative requirements.

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Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the City of Adelaide Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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Position Criteria

Qualifications	A tertiary qualification in Information Management or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Demonstrated ability to influence peers and business stakeholders.	Essential
Financial Skills & Acumen	Demonstrated ability to collate, analyse and present relevant financial information for projects or resource management, with particular ability to understand cost benefit analysis principles.	Essential
Technical Knowledge & Experience	<p>Substantial understanding of technologies, systems and applications in used in complex enterprised or public sector.</p> <p>Substantial experience in business process improvements using technology.</p> <p>Substantial IM experience incorporating analysis and problem solving principles within a medium to large organisation.</p> <p>Experience in identifying trends in data and highlight areas requiring focus.</p> <p>Experience in Scaled Agile Framework(SAF 6) or Agile projects delivery.</p> <p>Ability to provide expert advise to a variety of stakeholders.</p>	Essential
Project Management	<p>Substantial experience in stakeholder engagement, strong leadership and communication skills, with the ability to manage complex projects through their full lifecycle.</p> <p>Advanced planning and organisational capabilities, risk and issue management, and sound commercial acumen.</p> <p>Proven experience at navigating competing priorities, leading cross-functional teams, and ensuring project outcomes align with strategic objectives.</p> <p>Substantial experience with project governance, change management, and delivery in dynamic environments is essential.</p>	Essential
Innovation & Initiative	<p>Demonstrated ability for innovative and creative solution creation, across complex issues that may impact the whole organisation.</p> <p>Proven ability to work collaboratively within a high functioning leadership team which values innovation and creativity.</p> <p>Building and developing simple and powerful business focussed solutions.</p>	Essential
Resource Management & Decision Making	<p>Proven ability to effectively utilise allocated resources which includes planning, delegating and prioritising.</p> <p>Ability to prioritise and be flexible when responding to changing priorities and demands.</p>	Essential

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Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	<p>Commitment to placing the customer at the centre of everything we do demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility.</p> <p>Demonstrated passion for the work that you do and the participation in sharing your successes with the team.</p>	Essential
Collaboration & Communication	<p>Excellent communication skills, both written and oral.</p> <p>Energy and personal style to collaborate and influence across all levels in order to create awareness and traction around the adoption of IM strategies.</p> <p>Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.</p>	Essential
Administrative Skills	<p>Demonstrated planning, prioritisation and organisation skills.</p> <p>Analytical nature with the ability to solve complex business issues.</p>	Essential
Government Experience	Experience working in a government environment, preferably in a local government set-up.	Essential

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



-  **ACHIEVEMENT**
-  **COLLABORATION**
-  **CUSTOMER COMMITMENT**
-  **INTEGRITY**
-  **INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence may be required.
- A satisfactory National Police Clearance may be required.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

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Agreement

This Position Description is only descriptive of the type of duties to be undertaken by your during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.