Project Manager
POSITION DESCRIPTION

Position Number:	3751	**Position Status:**	Temporary Full Time (Hybrid)
Portfolio:	Corporate Services	**Classification:**	QLGIA (Stream A) Level 6
Business Unit:	Information Services	**Reports To:**	Coordinator Digital Transformation & Innovation
Team:	Digital Transformation and Innovation	**Revised:**	November 2026

Human Resource Delegation:	Nill	**Financial Delegation:**	Nil

General Position Statement:

This position supports Council's direction by leading the successful delivery of Council's Transformation projects portfolio. This role drives the entire project lifecycle ensuring on-time, on-budget delivery to the highest quality standards while overseeing budgeting, scheduling, risk management and team coordination. The Project Manager ensures smooth transitions, optimises user adoption and enhances Council's ICT capabilities, driving continuous improvement in service delivery and supporting Council's long-term vision.

Specific Responsibilities:

This position has the following responsibilities:

1. Lead, motivate and support project teams, fostering a collaborative, high-performing work environment.
2. Manage projects budgets, schedules and resourcing ensuring financial accountability and value for money.
3. Identify, assess and manage project risks and issues, escalating where appropriate.
4. Manage vendor and contractor performance in line with contractual obligations and Council expectations.
5. Lead the end-to-end delivery of Digital Transformation projects across the full project lifecycle.
6. Deliver projects on time, within budget and to agreed quality standards.
7. Provide clear leadership and direction to project teams, vendors and key stakeholders.

8. Implement change and transition activities to ensure smooth systems implementation and user readiness.
9. Always act as a role model for Council's Values and Behaviours and display an elevated level of professional and ethical conduct.
10. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
11. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
12. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
13. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Experience managing vendors, contracts and external service providers with a proven focus on exemplary customer service.
2. High level analytical and problem-solving skills with a focus on continuous improvement.
3. Strong understanding of ICT and digital transformation principles, systems implementation and integration.
4. Proven ability to manage multiple projects and competing priorities in a complex environment.
5. Strong written communication skills, including preparation of reports, business cases and project documentation.
6. Experience in managing relationships with diverse stakeholders, including senior management and external vendors.
7. Excellent time management skills with the ability to effectively manage competing priorities.

Mandatory Qualifications, Licences and Experiences

1. Significant demonstrated experience managing ICT or digital transformation projects of significant scope and complexity.
2. Demonstrated experience with any of Council's Business Systems or demonstrated experience in similar systems:
   - TechnologyOne, FinanceOne and ECM
   - Infor Pathway
   - Aurion
   - Conquest Asset Management
3. Demonstrated expertise in project management, including planning, scheduling, budgeting and risk management.

4. Excellent communication (verbal and written) and interpersonal skills.
5. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences and Experience

1. Experience in a local government environment.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Provision of a satisfactory Criminal History Check – Police Certificate (Australia Wide Name Only Police Check), if required.

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

Project Manager
SELECTION CRITERIA

Position Number:	3751	**Position Status:**	Temporary Full Time
Portfolio:	Corporate Services	**Classification:**	QLGIA (Stream A) Level 6
Business Unit:	Information Services	**Reports To:**	Coordinator Digital Transformation and Innovation
Team:	Digital Transformation and Innovation	**Revised:**	November 2026

Please address each of the selection criteria below in your application:

1. Experience leading complex ICT/digital transformation projects end-to-end.
2. Demonstrated planning, scheduling and budgeting projects, to manage key risks and issues.
3. Demonstrated experience leading a multi-disciplinary team and managing vendor/contractor performance to achieve project outcomes.
4. Experience in implementing change/transition activities that drives user readiness and adoption of a new system or process.
5. Strong written communication skills which support good governance and decision-making.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;
- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.