

## A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

### ICT Projects Coordinator

<b>Division</b>	Finance and Corporate Services	<b>Department</b>	Financial and Project Services
<b>Reports To</b>	Project Manager	<b>Direct Reports</b>	No

### Position Purpose

This position will manage and coordinate the delivery of ICT projects. This position is responsible for scope development, design coordination, procurement, and implementation management for ICT projects.

### Key Responsibilities and Outcomes

#### Operational

As a project coordinator and member of the ICT team you will:

- Manage and coordinate the delivery of all Business Projects including an ICT element across Council, fulfilling the role of Project Manager.
- Act as a point of contact for ICT Project Management matters by providing sound advice, innovation and complex problem solving.
- Develop and maintain relationships with internal and external stakeholders that will increase the effectiveness of the ICT department.
- Provide leadership and effective management of systems, processes, costs, quality control, documentation and resources for the program delivery of new business capabilities.
- Develop and maintain efficient operational and management systems and procedures, and performance measures to continually improve work practices and performance.

#### Values

At Moreton Bay Regional Council our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

### Decision Making

**Budget** - Nil

**Delegations** - Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

### Knowledge & Experience

- Demonstrated relevant project and contract management experience in a similar role.
- Demonstrated ability to successfully lead a project team to achieve timely and effective project outcomes.
- Highly developed interpersonal skills, including consultancy and negotiation, with a strong focus on partnering with stakeholders to provide agreed business and technology outcomes.



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## Qualifications

- Tertiary qualification in Business Management, Information Technology or equivalent.
- Current C class driver's licence.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct employees to perform other duties at their discretion.*