

Office of the Chief Information Officer

Senior Project Manager – Statement of Duties

Objective

A fantastic opportunity for a Senior Project Manager to work on a major program transforming Tasmania's justice system by replacing out-dated and inefficient practices with an integrated end-to-end digital solution called Astria.

You will work closely with the program director, solution architect and other project managers within a large multi-skilled team to contribute to the successful delivery of the solution. You will be required to provide specialist project management skills and knowledge and develop a deep understanding of the specific business needs of affected stakeholders.

Due to its size and complexity, the program is organised into domain sub-teams. Your role will be to lead one domain team and play a crucial role liaising with solution vendors and managing the work of business analysts and subject matter experts according to the business requirements and needs of your domain stakeholders. You will be responsible for managing project implementation across several concurrent streams and for supporting legislation and regulation change, change management and business integration.

The program is releasing Astria in stages, with the first roll-out proposed for late 2022.

You will be an integral member of a smart, energetic, highly collaborative delivery team and will find satisfaction and purpose in delivering a large digital transformation project that will transform the justice system for all Tasmanians.

Duties

- Plan, design and manage the delivery of assigned projects, using appropriate project management tools and techniques to ensure milestones are achieved and outcomes delivered as planned.
- Manage the financial, information, human and physical resources of the projects in accordance with Government and Departmental policies, guidelines and directions and ensure that the projects deliver defined and agreed outcomes.
- Work with stakeholders to successfully transition to a new information technology solution including changes to existing established processes and procedures.
- Liaise, consult and communicate at senior management level with other Agencies, program participants and stakeholders.
- Review and confirm project deliverables to ensure that the requirements of projects are being delivered in a timely and user-friendly manner
- Development and maintenance of project related documentation and reports including project briefs, project management plans, project status reports and risk/issues registers.

- Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

Level of responsibility

- The occupant is required to work without supervision under the broad direction of the Program Director - Justice Connect.
- Exercise independent judgement in the determination of strategies, priorities and resource allocation within the area of responsibility.
- Conduct work in a safe manner such that it does not put themselves or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to their supervisors.
- You are responsible for upholding the Department values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- The incumbent is expected to work under the supervision of and is accountable to the Program Director – Justice Connect.
- The incumbent is expected to act independently on a day-to-day basis, has a substantial level of independence and autonomy and is expected to display a high degree of initiative in the determination of priorities.

Selection criteria

1. A proven ability to effectively manage complex projects from inception to final completion, including skills in project planning, project development, and project implementation, management, evaluation and review.
2. Proven experience in delivering digital transformation projects using agile or iterative methods and techniques.
3. Demonstrated strategic, conceptual, analytical and creative skills, with the ability to understand the political, social and organisational environment and identify relevant issues, priorities and solutions.
4. High level communication and interpersonal skills including consultation, negotiation and conflict resolution. The capacity to represent the Department in a range of forums and works effectively with senior staff, clients and stakeholders.
5. Demonstrated leadership skills and the ability to achieve outcomes with diverse stakeholders, with a demonstrated understanding of contemporary management techniques and practices and an ability to manage change.

Essential requirements

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption (details below).

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances

Demonstrated to the satisfaction of the Head of Agency.

Desirable requirements

- Relevant tertiary or industry recognised qualifications and expertise in Project Management.
- Certification or experience in Agile development practices.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion, or transfer.

The following checks are to be conducted:

I. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property

- Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
 3. Identification check.

Position Summary

Title	Senior Project Manager
Number	357250
Award	Tasmanian State Service Award
Classification	General Stream Band 7
Division	Corporate, Strategy and Policy
Full Time Equivalent	1.0 FTE
Output Group	Office of the Chief Information Officer
Branch	Justice Connect Program
Supervisor	Program Director – Justice Connect
Direct Reports	Nil
Location	Hobart
Position category and funding	T73 I