Role Name: Project Manager – Cyber Security & IT

Role data

Position no.	TBA	Work Area Profile	IT Management
Work Level Classification	Level 8	Directorate/Business Unit	Information Technology
Reports to (role)	Manager – Information Security	Location	Melbourne
No. direct reports	n/a	No. of indirect reports	N/A
Version date	14/07/2020	Tenure	Ongoing

Work Area Profile

The IT Directorate provides technology services and solutions that advance the Ahpra vision, mission and strategic goals. The Directorate supports Ahpra's users, leadership, external stakeholders and practitioners with customer-oriented service and a robust and reliable technology environment that encourages effective and innovative ways of using technology in all facets of Ahpra's operations.

IT Management shapes IT policy and drives IT performance for cost effectiveness and seamless working for its stakeholders.

Role purpose

The Project Manager will:

- Be responsible for managing the delivery of key IT projects with specific focus on Ahpra's Cyber Security Program of works.

- Be responsible for planning, leading, organising, and motivating teams to achieve a high level of performance and quality in delivering and to provide exceptional balance of risk mitigation and business value.

- Be hands-on in managing project across multiple streams, providing appropriate levels of project governance including reporting, managing internal and external resources and managing project financials.

- Establish and manage stakeholder relationship and be an evangelist for cyber security and risk mitigation across multiple programmes/projects.

- Be responsible for the Cyber Security Risk Register and update this on a regular basis based on the Cyber Security Program of works and ensure that any changes in Cyber Security Risk posture are reflected in Ahpra's Enterprise Risk Register.

- Manage the delivery of internal and outsourced projects from project initiation to transition to operations so as to deliver projects on time and within budget and to meet the desired business objectives

Key Accountabilities

- Manage the delivery of projects/programmes through active leadership and involvement in IT and cyber security initiatives. Balance project delivery with Ahpra's information security risk appetite, balance usability vs risk and manage on time, cost and quality requirements

- Provide day-to-day expert advice and coaching to team members in risk handling and mitigation and in performing their project roles and resolving issues

- Establish project plans and initiate project mobilisation: confirming project scope, estimate, resources, roles and responsibilities

- Monitor and control execution of project though Analyse, Design, Build, Test and Release

- Provide project/programme leadership and decision-making support by establishing project governance

- Perform project reporting including performance of the programme/project completion documentation

- Foster a culture of continuous improvement by seeking opportunities to review and improve processes across the role scope and system/services

- People Management: Achieving organisational goals by effectively managing the team's and team members' workplace performance meaning to:

  o Enhance and encourage team members' potential through development and coaching activities
  o Take actions to close identified performance gaps in a timely and effective manner
  o Comply with Ahpra performance objectives setting, review and development processes
  o Motivate team member's behaviour by providing clear direction and recognition of achievements as well as personally modelling Ahpra standards of behaviour
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants meaning to:

  o Take reasonable care for own and others' health, safety and wellbeing
  o Adhere to Ahpra's workplace health, safety and wellbeing policies and procedures

Capabilities for the role

The AHPRA Capability Framework applies to all AHPRA employees. Below is the complete list of capabilities and proficiency level required for this position.

Values	Capabilities	Proficiency level
Service	Commits to customer service	Intermediate
	Displays leadership	Intermediate
	Generates and delivers the strategic vision	Intermediate
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Foundation
Collaboration	Builds constructive working relationships	Advanced
	Communicates effectively	Advanced

Achievement	Demonstrates accountability in delivering results	Advanced
	Uses information and technology systems	Intermediate
	Displays personal drive and integrity	Advanced

Qualifications/Experience	Required
Qualifications	Bachelor's degree or equivalent qualification (required)
	Prince2 or PMBOK or other relevant project qualifications (desired)
	Any risk management or cyber security qualification such as training courses, certification(s) or diploma(s) (desired)
Experience	Strong experience in managing cyber security programs or risk mitigation programs
	Strong track record of on-time, on-budget and to-specification delivery of projects
	Strong experience of managing multiple and complex projects to quality, time and budget
	Strong ability to manage relationships with internal business customers
	Extensive hands-on programme/project management experience
	Familiar with cyber security industry standards, i.e. IS27001, NIST etc

Key Relationships

Internal Relationships	External Relationships
Relevant National Directors	Boards
Relevant National Executives	End Customers
Cross Directorate Stakeholders	Appropriate Vendors
Project Management Team	Service Providers
Information Technology resources	Government Agencies
Change and Delivery specialists	