

# Integration and Technology Solutions Project Manager, Digital House

## Role data

<b>Position no.</b>	TBC	<b>Work Area Profile</b>	Digital House
<b>Work Level Classification</b>	TBC	<b>Directorate/Business Unit</b>	Strategy & Policy, Digital House
<b>Reports to (role)</b>	Program Manager, Digital House	<b>Location</b>	Melbourne
<b>No. direct reports</b>	TBC	<b>No. of indirect reports</b>	0
<b>Version date</b>	April 2019	<b>Tenure</b>	Fixed Term (10 mths) view to ongoing

## Work Area

AHPRA's overall mission is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community. Website: [www.ahpra.gov.au](http://www.ahpra.gov.au)

In partnership with the National Boards, AHPRA's Digital House program will deliver a system that supports the operational activities of the National Registration and Accreditation Scheme by enabling a competent and flexible health workforce to meet the current and future health needs of the Australian community. AHPRA publishes registers of practitioners (the national register) so that important information about the registration of individual health practitioners is available to the public

## Role purpose

The role of the Integration and Technology Solutions Project Manager is to lead the Integration Stream plan, manage, guide and lead the integration of Digital House systems to AHPRA and third-party systems as well as defining and delivering new technology solutions required to support Digital House. This will require the co-ordination and management of staff from Digital House, AHPRA and third-party providers which are not direct reports in line with delivery per the Digital House Program plan. The role will work closely with roles such as Technical and Data Architects, Solution Designers, BA's, Developers, Testers Change Manager and various managers.

Application systems include but not limited to, Salesforce, Infinity, Pivotal, Mulesoft, Sitecore, Biztalk, LMS etc.

Program management systems include Microsoft Project, Jira and Sharepoint.

## Key Accountabilities

- Lead the scoping and planning for the stream in sync with the master Digital House program plan and business case
- Lead and co-ordinate the stream resources, this will mostly be non-direct resources from Digital House, the Enterprise and third party providers
- Project management activities including scope, schedule, issues/risks and budget management
- Regular reporting per Program standards

- Chair regular team meetings taking minutes and actions as per Program standards
- Active Stakeholder management
- Work closely with other Stream leads and Enterprise management(s) to ensure outcomes are met
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
  - Take reasonable care for own and others' health, safety and wellbeing
  - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures
- People Management: Achieving organisational goals by effectively managing the team's and team members' workplace performance. This means to:
  - Enhance and encourage direct reports' potential through development and coaching activities
  - Take actions to close identified performance gaps in a timely and effective manner
  - Comply with AHPRA performance objectives setting, review and development processes
  - Motivate direct reports' behaviour by providing clear direction and recognition of achievements as well as personally modelling AHPRA standards of behaviour

## 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
<b>Service</b>	Commits to customer service	5
	Displays leadership	4
	Generates and delivers the strategic vision	3
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	3
<b>Collaboration</b>	Builds constructive working relationships	5
	Communicates effectively	5
<b>Achievement</b>	Demonstrates accountability in delivering results	5
	Uses information and technology systems	4
	Displays personal drive and integrity	4

Qualifications/Experience	Required
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Proven experience in a project management role at a senior level, predominantly in large and complex organisations that involves a mix of systems, process and policy changes.</li> <li>➤ A relevant tertiary qualification is essential. Technical and project management qualifications preferred.</li> <li>➤ Training or certification in one or more project management methodologies is essential.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Strong interpersonal skills with the ability to work collaboratively and effectively with others with senior staff and a range of internal and external stakeholders.</li> <li>➤ A proven track record of achievement in managing projects that achieve externally imposed milestones and meet financial and resource budgets.</li> <li>➤ Demonstrated experience leading and managing teams.</li> <li>➤ Proven effective communication and ability to influence.</li> <li>➤ High degree of customer experience focus.</li> <li>➤ Understanding of, or ability to quickly gain an understanding of, legislation relevant to this project.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Excellent written and oral communication including the ability to negotiate and influence others; and relate to a wide range of clients or stakeholders.</li> <li>➤ Superior time management, planning and organisational skills with a focus on managing competing demands and objectives.</li> <li>➤ Demonstrated analytical reasoning, interpretation and evaluation of complex information, with the ability to exercise judgment and resolve issues independently.</li> <li>➤ Ability to adapt and respond to a changing and complex environment</li> <li>➤ Technical project manager a large technology and or CRM program</li> </ul>
--	--

### Key relationships

Internal Relationships	External Relationships
Relevant National Directors	Boards
Relevant National Executives	End Customers
Digital House Program Director	Appropriate Vendors and third party providers
Digital House Program/Project Manager	
Digital House Business Owner(s)	
Digital House Project Managers/Stream Leads	
Digital House team members	
Enterprise Management and team members	