Job Description Form

Project Manager – Information Communication Technology

Position Number:	101704	Portfolio:	Strategy and Performance
Classification:	Level 7	Reports to:	Operations Manager, Level 8
Location:	Joondalup	Direct Reports:	Nil

Description

The Project Manager – Information Communication Technology (ICT) leads and manages a portfolio of projects within the Information Services Directorate, delivering maximum value and successful project outcomes aligned to DWER's strategic priorities and Digital Strategy.

Working closely with Information Services teams, business stakeholders and vendors, the ICT Project Manager oversees the entire project lifecycle, leveraging Agile methodologies and tools to ensure seamless execution from initial planning to final handover and fostering a culture of collaboration, continuous delivery and improvement.

Responsibilities

In context of above description, the role:

Project Management (PRMG)

- Delivering agreed project outcomes by aligning appropriate management techniques, collaboration, leadership and governance to specific project and organisational contexts.
- Takes full responsibility for the definition, documentation and successful completion of projects.
- Adopts and adapts project management methods and tools suited to the project's needs.
- Ensures effective monitoring and control of resources, budgets and timelines
- Integrates robust risk management within governance frameworks to align decisions with the organisation's risk appetite and standards.
- Manages expectations of key stakeholders, ensuring all activities align with organisational goals, deliver agreed outcomes and provide business value.
- Provides briefings, reports, advice, and recommendations including to Information Services senior leadership team, Executive and other key stakeholders

Portfolio Management (POMG)

- Applies a management framework to define and deliver a portfolio of projects
- Engages and influences senior managers to ensure the portfolio will deliver the agreed business objectives.
- Leads the definition, planning, scheduling and monitoring of portfolio activities, ensuring alignment with governance standards.
- Ensures each portfolio component contributes to the overall objectives. Identifies and addresses portfolio-related issues, recommending and monitoring corrective actions.

- Collects and summarises portfolio measures, reporting on status and ensuring compliance with governance frameworks.

Stakeholder Relationship Management (RLMT)

- Analysing, managing and influencing stakeholder relationships to achieve mutually beneficial outcomes through engagement.
- Establishes and builds long-term, strategic relationships with key stakeholders to support service delivery and change initiatives.
- Acts as a principal point of contact, ensuring effective communication and alignment. Negotiates and ensures agreements meet stakeholder needs.

Budgeting and Forecasting (BUDF)

- Develops and implements project budgeting and forecasting strategies and processes aligned with overall organisational objectives and business metrics.
- Provides insights and recommendations to optimise investments and resource allocation.
- Collaborates with senior leaders to ensure budgets and forecasts support long-term organisational goals and drive value creation.

Risk Management (BURM)

- Establishes consistent risk management processes and reporting mechanisms aligned with governance frameworks.
- Engages specialists and domain experts as necessary.
- Advises on Information Services approach to project risk management.

Other

- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear Leadership Expectations. For this role, you will be a Leading Leaders. Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our values. All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.



Capabilities

This position operates in accordance with the WA Public Sector Capability Profile: Level 7

This position is aligned to the Skills Framework for the Information Age (SFIA). The SFIA Level 9 skills which apply to this position are outlined below. Employees are required to demonstrate competence and development toward these, which along with the work-related requirements form the required capabilities of this position.

SFIA Skill Code	SFIA Skill	SFIA Level
Core Skills		
PRMG	Project Management	6
POMG	Portfolio Management	6
RLMT	Stakeholder Relationship Management	6
BUDF	Budget and Forecasting	6
BURM	Risk Management	5

Work related requirements

Read these requirements in context of the above contents.

Essential

1. You have substantial experience leading and managing a portfolio of ICT projects, using Agile methodologies and tools such as Azure DevOps or Jira to deliver high-quality outcomes in large and complex organisational environments. (You deliver on high leverage areas).
2. You have a proven ability to manage competing priorities and coordinate cross-functional teams to plan effectively, prioritise deliverables, and optimise resource use to meet shifting demands and deadlines. (You lead adaptively).
3. You have highly developed communication, interpersonal, negotiation and facilitation skills, enabling you to convey complex information clearly, influence decisions, and build strong, collaborative relationships with diverse stakeholders. (You dynamically sense the environment).
4. You have extensive experience proactively identifying and addressing project risks and issues, implementing mitigation strategies that minimise disruptions and contribute to the successful delivery of critical projects. (You lead collectively).
5. You have highly developed conceptual, analytical, and problem-solving skills, using your attention to detail to develop innovative solutions and improve project delivery and decision-making. (You think through complexity).

Desirable

6. You are familiar with cloud technologies and management of cloud migration projects to optimise project outcomes.
7. You hold or you are progressing towards, a relevant tertiary qualification.

Special requirements

- The department will conduct a national police check before offering employment.